



REGULAR MEETING OF THE COUNCIL

November 18, 2025

AGENDA

1. ROLL CALL
2. INVOCATION BY Pastor Dan Ramthun of Guardian Lutheran Church.
3. PLEDGE OF ALLEGIANCE
4. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED UNANIMOUSLY – Recognizing teacher Sandi Smith for the positive impact she has made on countless students during her 52-year career in Dearborn Public Schools and requesting immediate effect.
5. RESOLUTION BY COUNCILMEMBER ABRAHAM SUPPORTED UNANIMOUSLY – Recognizing Mustapha Hawily for his dedicated service and support in the Dearborn community and requesting immediate effect.
6. RESOLUTION BY COUNCILMEMBER ENOS SUPPORTED UNANIMOUSLY – Recognizing Doctor Mohammad Ibrahim, for his assistance in saving the life of a resident at a local business and requesting immediate effect.
7. RESOLUTION BY COUNCIL PRESIDENT PRO TEM HERRICK SUPPORTED UNANIMOUSLY – Offering condolences to the family of James R. Stokes and requesting immediate effect.
8. PUBLIC COMMENT
9. RESOLUTION IN NEED OF OFFER AND SUPPORT – Approving all items on the consent agenda and requesting immediate effect.

CONSENT AGENDA

10. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ALSAWAFY – Granting the request of Mourad Ahmed, owner of the property located at 15025 Colson Ave., to vacate the remainder of the 18 ft' wide public alley that abuts his property located south of Colson Ave. between Mead St. and Payne Ave., adjacent to the southern property lines of lot 94 (of the Normandale Subdivision) and lot 312 (of the Orchard Boulevard Subdivision) to the southern right-of-way boundary of Colson Ave. and requesting immediate effect.
11. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND HAMMOUD – Authorizing the Finance Director to recognize the Michigan Economic Development Corporation (MEDC) Match on Main (MoM) Grant funding received on behalf of the WDDDA in the amount of \$25,000 in revenue account No. 296-0000-330.04-90 and appropriate the same in expense account No. 296-6100-911.67-90, to be disbursed to The Great Commoner LLC and requesting immediate effect.
12. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ENOS – Awarding a contract to D/A Central (C.R. 10-558-25) in the amount of \$44,998 for the installation of Additional Security Cameras at the East and West Parking Decks.
13. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Awarding a contract to TEL Systems in the amount of \$40,938 for the Supply and Installation of an Audio-Visual (AV) System in a Conference Room at the Department of Public Works and requesting immediate effect.
14. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND ENOS – Awarding a contract to Kerr Albert Office Supply & Furniture for the purchase of Emergency Supply Kit items in the amount of \$150,000 and requesting Immediate effect.
15. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Authorizing the purchase of Property and Boiler & Machinery Insurance from Brown and Brown (broker) through Travelers Property Casualty Company of America (carrier) in the amount of \$45,438 for Insurance at Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor from December 1, 2025 through June 30, 2026 and requesting immediate effect.

16. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the first of three (3) one-year renewal options with De-Cal, Inc. in an amount not to exceed \$300,000 for Sewer/Storm/CSO Facility Equipment Maintenance and requesting immediate effect.
17. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing to extend the 911 Phone System Contract with Intrado for FY2025 in the amount of \$55,802 and requesting immediate effect.
18. RESOLUTION BY COUNCILMEMBERS HERRICK AND ALSAWAFY – Authorizing additional expenditures to DiPonio Contracting LLC (C.R. 8-418-25) in the amount of \$560,000 for Change Order No. 1 to the Water Main Replacement & Asphalt Street Resurfacing Phase 3 – 2025 project, to allow the new Access Recovery Center Development to tap its fire suppression and domestic water services and requesting immediate effect.
19. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing additional expenditures to the existing Facility Maintenance and Repair contract with De-Cal (C.R. 10-9-23) in the amount of \$118,550 for the Installation of Twelve (12) Fan Coil Units at O'Reilly Manor and requesting immediate effect.
20. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Authorizing additional expenditures to the existing Holiday Lighting Installation and Maintenance Contract with Light up Columbus (C.R. 9-511-25) in the amount of \$79,651.88 for Holiday Tree Purchase, Installation, and additional Lighting rental at Peace Park West and requesting immediate effect.
21. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Authorizing the Finance Director to recognize the Michigan Commission on Law Enforcement (MCOLES), 2026 Michigan Justice Training Fund Grant awarded to Dearborn Police Department in the amount of \$18,000 in the General Fund, Police Administration, Intergovernmental Revenue account 101-2410-330.04-90 and appropriate the same in the General Fund, Police Administration, Staff Training account 101-2410-515.58-10.
22. RESOLUTION BY COUNCILMEMBERS PARIS AND ALSAWAFY – Authorizing the Police Department to accept the donation of a 2024 Dodge Ram from AAA Insurance and requesting immediate effect.

23. RESOLUTION BY COUNCILMEMBERS ENOS AND ABRAHAM – Authorizing to accept the Department of Transportation 2024 Pipeline Emergency Response Grant (PERG) awarded to the Fire Department; also authorizing the Finance Director or designee to recognize and appropriate grant revenue in the amount of \$44,335 in the General Fund, Fire Department to be utilized to purchase equipment and drone piloting training for the Fire Department's Drone Task Force members and requesting immediate effect.
24. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND PARIS – Granting the request of architect Bilal Hakim, on behalf of 2024 Investments, LLC, for a six-month extension of time in which to commence construction of single-family homes on the vacant properties located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago with a new construction deadline of March 21, 2026; also waiving the extension fee and requesting immediate effect.
25. RESOLUTION BY COUNCILMEMBERS ENOS AND PARIS – Granting the request of Hussein Nassar and Assem Nassar, for a six-month extension of time in which to commence construction of single-family homes on the vacant properties located at 3829 Bennett and 7716 Reuter, with a new construction deadline of July 18, 2026; also waiving the extension fee and requesting immediate effect.
26. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Reappointing Alan Brzys to the Chapter 22 & 23 Pension Board with a term ending December 31, 2029 and requesting immediate effect.
27. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Reappointing Laila A. Dakroub to the Board of Review with a term ending December 31, 2028 and requesting immediate effect.

END OF CONSENT AGENDA

28. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Approving the minutes of the previous regular meeting of October 21, 2025.

29. ORDINANCE NO. 25-1861 – INTRODUCED BY COUNCIL PRESIDENT PROTEM HERRICK.
SYNOPSIS – “An Ordinance to amend the Administration Chapter (Chapter 2) of the Code of Ordinances of the City of Dearborn by amending Secs. 2-476 to 2-490.3 of Division 7, Entitled ‘Historic Preservation Commission’.”
RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – To table the Ordinance.
30. ORDINANCE NO. 25-1862 – INTRODUCED BY COUNCILMEMBER PARIS.
SYNOPSIS – “An Ordinance to Amend Section 9.02 of Ordinance No. 06-1111 of the City of Dearborn by Rezoning the property located at 2727 S. Gulley Rd. from the IB (Medium Industrial) to the IA (Light Industrial) zoning classification.”
RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – To table the Ordinance.
31. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Awarding a contract to Partners in Architecture (PIA) in the amount of \$164,720 for the design of new Police Locker Rooms and requesting immediate effect.
32. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND PARIS – Awarding a contract to Key Construction in the amount of \$1,418,063, with a 5% contingency in the amount of \$70,903 for Construction Services for the Fire Department Training and Emergency Management Facility.
33. RESOLUTION BY COUNCILMEMBERS HAMMOUD AND ALSAWAFY – Awarding a contract to McCarthy & Smith in an amount not to exceed \$518,130 for Construction Management Services for the Renovation of Esper Library and requesting immediate effect.
34. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing a cooperative contract purchase, via cooperative contracts with The Library Network (TLN), the Midwest Collaborative for Library Services (MCLS), and the Michigan Library Cooperative Director’s Association (MLCDA) from Midwest Tape LLC, Ingram Library Service, Baker & Taylor, Cengage Learning Inc., WTCox, OverDrive, and Press Reader in a total amount not to exceed \$497,000 for the Purchase of a variety of Library Materials for FY2026.

35. RESOLUTION BY COUNCILMEMBERS ABRAHAM AND ENOS – Awarding a contract to CivicBrand in the amount of \$119,500 for Branding and Marketing Services for the City of Dearborn, beginning January 1, 2026 and requesting immediate effect.
36. RESOLUTION BY COUNCILMEMBERS ALSAWAFY AND PARIS – Authorizing the Finance Director to recognize the 2026 Michigan State Police, Grants and Community Services Division, Byrne Justice Assistance Grant (JAG) funding in the amount of \$53,785 in the General Fund, Police Administration, Intergovernmental State Revenue account 101-2410-330.04-90 and appropriate the same in the General Fund, Police Administration account 101-2410-511.98-00 and requesting immediate effect.
37. RESOLUTION BY COUNCILMEMBERS HERRICK AND ALSAWAFY – Authorizing the Communications Department to consolidate two (2) Part-Time CDTV Positions for the Creation of One (1) new Full-Time Position as a Multimedia Design Strategist, with a budgetary increase in the amount of \$12,000 after FY2026.
38. RESOLUTION BY COUNCILMEMBERS ENOS AND ALSAWAFY – Granting permission for Dearborn Goodfellows volunteers to sell newspapers at intersections in the streets throughout Dearborn beginning Friday, December 5th through December 7, 2025 for the annual “No Child Without a Christmas” collection and requesting immediate effect.
39. RESOLUTION BY COUNCILMEMBERS PARIS AND ENOS – Authorizing the Mayor’s office to renew the City-wide membership with the Conference of Western Wayne (CWW) in the amount of \$12,185 for the 2025-2026 Fiscal Year and requesting immediate effect.

PUBLIC COMMENT WILL FOLLOW ANY WALK-ON ITEMS

WALK ON ITEM

40. RESOLUTION BY COUNCIL PRESIDENT SAREINI SUPPORTED BY COUNCILMEMBER ABRAHAM – Approving the 2025 and 2026 Local Officials Compensation Commission (LOCC) Report.

CITY COUNCIL OFFICE



To: City Clerk
From: City Council
Date: October 23, 2025
Subject: Council's Reappointment to Chapter 22 & 23 Pension Board

The Dearborn City Council hereby re-appoints Alan Brzys, to the Chapter 22 and 23 Pension Board, for a four-year term, with immediate effect.

Alan Brzys
5097 Winona Drive
Dearborn, MI 48121
(313) 806-0569
abrzys@poam.net

Term ending: 12/31/2029

A handwritten signature in black ink, appearing to read "Michael T. Sareini".

Michael T. Sareini
Council President

My bio is simple: I attended Dearborn schools (St Barbara's, St. Alphonsus and Henry Ford College. I was a Dearborn police intern during my studies at Henry Ford College to earn a Criminal Justice degree. As a homeowner, I resided in Dearborn most of my adult life. I served as a Police Officer for the City of Dearborn from 1994 to 2019. During my career, I was elected by my peers in the police department to 5 consecutive terms as Police Trustee for Chapter 23. I was elected by my peers to serve on the Executive Board of the Police Officers Association of Dearborn (POAD), unopposed from 1996 as Treasurer through 2019, serving as President from 2014 to 2019. I established a very productive relationship with the City Administration during my tenure. I have an extensive background in labor relations. I am currently employed by the Police Officers Association of Michigan as a Research Analyst, Labor Negotiator and conduct proceedings under the Public Employment Relations Act and Compulsory Arbitration Act. My wife Karen (born and raised Dearborn -Edsel Ford) have been together for 29 yrs. We have 3 adult sons and one granddaughter. Our oldest son graduated MSU, is married, and resides in Northern Oakland County. Our middle son resides in Dearborn and attends U of M in the engineering program. Our youngest son lives at home while attending Washtenaw CC and awaiting admittance into MSU School of Business. We reside just west of Ann Arbor in Washtenaw Co.

My attendance at all scheduled and special Board meetings is very close to 100%. I maintain the directive Council gave me in 2022 which is accountability and performance.

For FY 2023/2024 (June 30, 2024), Chapter 22 General Employees' Pension Fund had a return on assets of 11.0% and actual asset valuations of \$161,187,000 through return performance, employee contributions and City contributions.

For FY 2024/2025 (June 30, 2025), the Chapter 22 return was 10.3% with \$166,289,000 in assets. The most current valuation of assets as September 30, 2025 is now \$173,305,000 mainly through performance. The assumed rate of return is 7.0% per year and when the actual return on assets for the FY is greater than the assumed rate, City contributions are lowered. We do use a 5- year smoothing mechanism to smooth out gains and losses by spreading 20% of a gain or loss in any given year and for the next 4 years. 2022 was tough on every DB and DC plan, but we have had 3 really good years for 2023, 2024 and 2025 as an offset to the smoothed losses of 2022. With all the geopolitical turmoil, we are still bullish on 2026.

For FY 2023/2024 (June 30, 2024), Chapter 23 Police and Fire had a return on assets of 10.6% with actual asset valuations of \$339,919,000.

For FY 2024/2025 (June 30, 2025), the Chapter 23 return was 9.4% with \$354,562,000 in assets. The most current valuation of assets (Sept 30, 2025) is \$372,774,000. This is mainly through return performance.

We are consistently heading in the right direction, exceeding the assumed rate of return in recent times.

As of June 30, 2025: Annualized Returns

Chapter 22. 1yr returns = 11.3%

. 3yr. = 10.3%

. 5yr. = 9.1%

Chapter 23. 1yr. returns = 9.4%

. 3yr. = 9.5%

. 5yr. = 9.2%

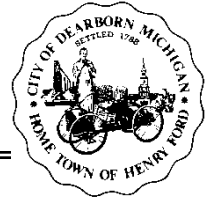
The 7 yr and 10 yr Annualized Returns for both Funds are slightly under the assumed rate of 7.0% but those numbers are reflective of past Administrations, past Board Members and past Investment Consultants / Portfolio Managers. 2018 and 2019 were the years of heated debates about poor investment performance, among other issues. I am proud to say the current Administration, Board Members and ESPECIALLY Graystone Investment Consultants have really turned performance around on a dime over the past 4 years. The confidence of all the Board members runs high with Graystone.

At the same time, more and more active employees are retiring so we will have more conservative actuary valuations in the near future.

Al Brzys

313 806 0569.

OFFICE OF THE 34TH CITY COUNCIL



To: City Clerk

From: City Council

Date: October 27, 2025

Subject: Sympathy Resolution- James R. Stokes

By Council President Sareini supported unanimously.

WHEREAS: The Council has learned with sorrow of the passing of James R. Stokes and;

WHEREAS: This departure at the dictation of Divine Providence constitutes an irreplaceable loss to the beloved family and numerous friends and neighbors: be it

RESOLVED: That the members of the 34th Council of the City of Dearborn here assembled, hereby sincerely extend and offer in this sad hour of bereavement, heartfelt sympathy and condolences to the family of the deceased.

Next of kin:

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: November 1, 2025
Subject: Council Appointee to the Board of Review

The 34th Dearborn City Council hereby certifies the appointment of Laila Ali Dakroub to the Board of Review for a three-year term to expire December 31st, 2028. With immediate effect.

Laila A. Dakroub

7521 Esper Blvd.
Dearborn, MI 48126
313-622-1534
Ldakroub86@gmail.com

Term ending: 12/31/2028

Michael T. Sareini
Council President

Laila Ali Dakroub

7521 Esper Blvd, Dearborn, MI 48126

313.622.1534 / Ldakroub86@gmail.com

Work Experience:

RE/MAX TEAM 2000, Dearborn, MI

Associate Broker, 01/2019 – Current

Specialize in working with sellers and buyers for both commercial and residential properties. Negotiate Arrange, Accept/Present Offers, Advise on Offers, Assist with Counteroffers, Negotiate for Sellers & Purchasers.

Media Advertising, LLC, Dearborn, MI

President, 08/2016 – Current

A proven track record of developing business plans and building relationships with clients to grow the customer base. Adept at identifying opportunities to increase market share.

City Trends Realty Company

Licensed Real Estate Agent, 07/2015 – 01/2019

Represent private clients in their purchasing of commercial properties and selling of business establishments. Selling and leasing residential for both homeowners and investors.

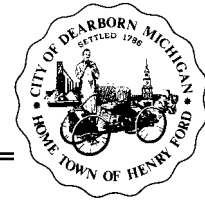
MEMBERSHIP & INVOLVEMENT:

- MEMBOR OF NATIONAL ASSOCIATION OF REALTORS
- MEMBER OF MICHIGAN REALTORS
- PRESIDENT ELECT, DEARBORN AREA BOARD OF REALTORS, 2020-PRESENT
- EXECUTIVE MEMBER, LEBANESE AMERICAN CHAMBER OF COMMERCE, 2019- PRESENT

HONORS & AWARDS:

- RE/MAX TOP 40 UNDER THE AGE OF 40 OF SOUTHEAST MICHIGAN, 2021, 2022, & 2023
- RE/MAX 100% CLUB, 2020,2021, & 2023
- RE/MAX EXECUTIVE CLUB, 2019

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: City Council

Date: November 5, 2025

Subject: Council Acknowledgment-Sandi Smith

The 34th City Council wishes to recognize teacher Sandi Smith for the positive impact she has made on countless students during her 52-year career in Dearborn Public Schools. Sandi will be recognized with a Council Citation at the November 18th Council Meeting. This item shall be given immediate effect.

A handwritten signature in blue ink, which appears to read "Leslie C. Herrick".

Leslie C. Herrick
Council President Pro Tem

OFFICE OF THE 34TH CITY COUNCIL



To: City Clerk
From: City Council
Date: November 17, 2025
Subject: LOCC Report

This is the submittal of the 2025 and 2026 Local Officials Compensation Commission (LOCC) Report.

A handwritten signature in black ink, appearing to read "Michael T. Sareini".

Michael T. Sareini
Council President

A handwritten signature in black ink, appearing to read "Robert A. Abraham".

Robert A. Abraham
Councilmember

Local Officials Compensation Commission

November 13, 2025

George Darany
City Clerk
City of Dearborn
Dearborn, MI 48126

RE: Compensation Determinations for Years 2025 and 2026

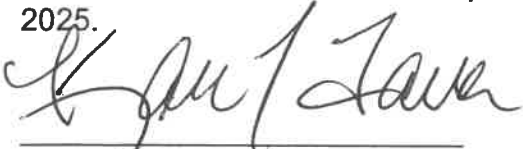
Dear Mr. Clerk:

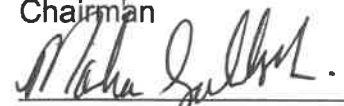
The City Charter of the City of Dearborn, adopted by the voters on November 6, 2007, continued the Local Officials Compensation Commission ("LOCC"), which functions in accordance with Public Act No. 8 of the Michigan Public Acts of 1972, as amended.

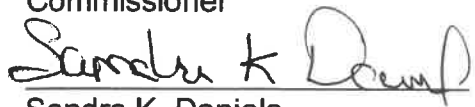
Attached is the Determination of Compensation for Dearborn's elected officials for years 2025 and 2026 for the following elected officers:

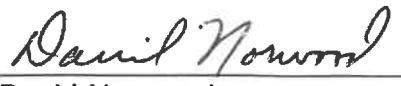
Mayor
City Clerk
City Council President
City Council Member

These determinations were adopted in our final meeting held on November 13, 2025.


Karl L. Fava
Chairman

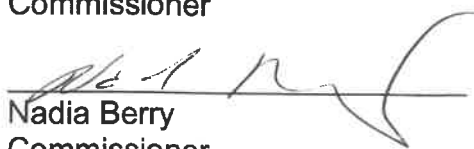

Maha Z. Saabagh
Commissioner


Sandra K. Daniels
Commissioner


David Norwood
Commissioner


Hassan Bazzi
Commissioner


Kalid Kaid
Commissioner


Nadia Berry
Commissioner

LOCAL OFFICIALS COMPENSATION COMMISSION

RESOLUTION

Offered by Commissioner Kalid Kaid, Supported by
Commissioner Maha Sabbagh.

WHEREAS: The Dearborn Local Officials Compensation Commission has held three (3) meetings, including this meeting, since October 20, 2025 in order to review, analyze and determine the compensation of elected City officials, and

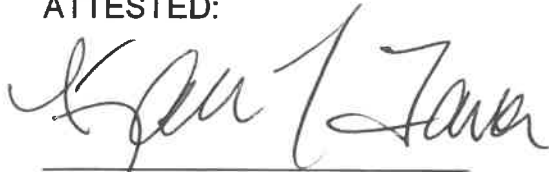
WHEREAS: The Commission has prepared a report which contains its determinations for the compensation of elected City officials for 2025 and 2026; now, therefore, be it

RESOLVED: That the Commission hereby approves, adopts and incorporates by reference the Compensation Determinations for Mayor, City Clerk, City Councilmembers, and the City Council President set forth in the attached report; be it further

RESOLVED: That the report be transmitted to the City Clerk in accordance with Public Act No. 8 of the Michigan Public Acts of 1972.

The resolution was unanimously adopted.

ATTESTED:



KARL L. FAVA

Chairman of the Commission

Effective Date:
January 1, 2025

City of Dearborn



2025

Report of the
Local Officials Compensation Commission

Local Officials Compensation Commission

Commissioners – 2025

Karl L. Fava, CPA, Chairman
Term Expires (1/19/2028)

Nadia Berry
Term Expires (1/19/2030)

Kalid Kaid
Term Expires (1/19/2030)

Hassan Bazzi, Esq.
Term Expires (6/30/2032)

Maha Z. Sabbagh
Term Expires (6/30/2032)

Sandra K. Daniels
Term Expires (1/19/2027)

David Norwood, Esq.
Term Expires (6/30/2032)

BACKGROUND

The Home Rule City Act, MCLA §117.5c, describes the creation of a Local Officials Compensation Commission ("LOCC") which shall "determine the salaries of each local elected official. The Commission shall consist of 5 members in a city of 20,000 population or less and 7 members in a city of over 20,000 population. The members shall be registered electors of the city, appointed by the mayor subject to confirmation by a majority of the members elected and serving in the legislative body."

The Act prescribed specific parameters for the LOCC in addition to the number of commissioners. MCLA §117.5c provides that the commissioners have staggered terms. It also requires the LOCC to make its determination within 45 calendar days of its first meeting. However, the LOCC may not meet more than 15 days in each odd numbered year.

On November 6, 2007, the voters of the City of Dearborn adopted a revised City Charter that continues the LOCC, which operates in accordance with Public Act No. 8 of the Michigan Public Acts of 1972, as amended by MCL §117.5c.

The Mayor appoints seven Dearborn residents to serve as commissioners on the LOCC. The individuals are property owners and registered electors of Dearborn who represent a broad spectrum of the electorate. The Mayor recommended these seven individuals to the City Council, which in turn unanimously confirmed the appointments.

METHODOLOGY

The Local Officials Compensation Commission ("LOCC") meets every two years. Its first public meeting in 2025 was held on October 20, 2025 at the Dearborn Administrative Center in compliance with Public Act 267 of 1976. Pursuant to state law, the LOCC has 45 days to conclude its research and deliberations and provide its report to the City Clerk. Therefore, the LOCC's determinations had to be concluded by December 4, 2025.

The content of the initial meeting follows:

- Jeremy J. Romer, Corporation Counsel & Chief Labor Negotiator, provided the Commissioners with an overview of the Open Meetings Act, LOCC law, a spreadsheet of all of the past LOCC Determinations, and was present to answer any questions about employee compensation and the City's collective bargaining agreements.
- Danielle Chaney, Director of Human Resources, provided the Commission with a copy of all of the City's collective bargaining agreements and the most recent Conference of Western Wayne salary study (2025). Additionally, information pertaining to compensation trends and forecasts was provided.

- Michael Kennedy, Finance Director, provided information concerning the City's financial condition.
- The LOCC discussed past practices and the compensation recommendations made in the past.

The LOCC divided itself into two subcommittees. One subcommittee chaired by Hassan Bazzi reviewed the Mayor's and City Clerk's compensation. Members of this subcommittee also included Sandra K Daniels and Maha Z. Sabbagh. The other subcommittee was chaired by David Norwood and reviewed the Councilmembers' and Council President's compensation. Members of this subcommittee also included Kalid Kaid and Nadia Berry. LOCC Chairman, Karl Fava, worked individually with each subcommittee. The subcommittees were responsible for the following:

- Collecting data required to complete the required analyses.
- Analyzing the data and providing rationale supporting the determinations.
- Conducting meetings to finalize recommendations for the individual determinations prior to publication and filing of the 2025-2026 LOCC Report with the City Clerk.
- The information and documentation provided by the Mayor and City Clerk during their individual meetings.

David Norwood of the subcommittee working on the Council and Council President compensation, along with Kalid Kaid and Nadia Berry, met with Council President Michael Sareini, Council President Pro Tem Leslie Herrick, and Councilmember Robert Abraham on October 23, 2025, to obtain information as to current compensation and matters that the City Council may need to address with the LOCC.

The subcommittee considered the following in its recommendation:

- The scope of work and the job requirements for the positions under review.
- The extent to which the compensation strategy impacts the City's ability to attract qualified candidates to run for election to City Council.
- The pay and pay practices of other cities that are deemed reasonably comparable to Dearborn, based on criteria established during negotiation, earlier Commission analyses, and demographic factors.
- The total compensation package, including base pay and per meeting stipends, and the impact of the pay practices on the business operations of the City and the City Council.
- The financial capacity of the City of Dearborn to meet current and future cost obligations.
- The impact of the LOCC decisions on the citizens of Dearborn.
- Compensation increases provided to general City employees.
- Chronological history of the past recommendations of the LOCC.

- The number of meetings held per year and attendance records.
- The information and documentation provided by the Council President and Council Members in attendance during their meeting.

Subcommittee Hassan Bazzi, along with Sandra K. Daniels and Maha Z. Sabbagh, met with Mayor Abdullah H. Hammoud on October 28, 2025 and City Clerk George Darany on October 28, 2025, to obtain information as to current compensation and matters that they may need to address with the LOCC.

The subcommittee also considered the following in its determination:

- Compensation changes for Fire Department, Police Department, and General City employees from 2015 to present.
- Annual salaries for City Department Heads and their deputies as of January 1, 2025.
- Compensation comparable information for Elected Officials published by the Michigan Municipal League.
- City Charter of Dearborn as adopted November 6, 2007.
- LOCC Compensation Survey of Elected Officials in Comparable Michigan Cities.
- Conference of Western Wayne Municipal Compensation Salary Survey by Job, 2025.
- Current City of Dearborn general fund information and compensation reports requested of Michael Kennedy, Finance Director, and the City's collective bargaining agreements, which for all general employees expire June 30, 2028, for fire June 30, 2029, and for police June 30, 2026.
- Chronological history of the past recommendations of the LOCC.

The LOCC conducted its second meeting on October 31, 2025, to discuss findings of the subcommittees to date and strategize on the process going forward. In conjunction with the subcommittee reports, the LOCC discussed and then concurred on its final recommendations for each of the elected offices, and agreed to the determinations for 2025 and 2026.

The LOCC met again on November 13, 2025, to review and approve its Report and Determinations for 2025 and 2026.

DETERMINATIONS

After a comprehensive review of the information discussed previously in this report the LOCC concludes that the compensation for the positions of Dearborn Mayor, City Council President, and City Council members are not competitive with comparable cities at the present time and requires an adjustment. The LOCC further determined that the compensation for the position of City Clerk is competitive with comparable cities at the present time. The LOCC further determined that no changes are warranted at this time to the health care benefit

plans or other general benefit programs of the Mayor, City Clerk, City Council President, and City Council Members.

Being cognizant of the current and future financial realities of the City, the recent compensation increases for the City employees flowing from collective bargaining agreements, the time commitment of elected officials, the compensation paid by comparable cities, and the efficiencies required of the City operations, the LOCC, upon serious and lengthy deliberation, recommends the following:

MAYOR

- Salary:
 - 2025 – 22.0% base salary increase, effective January 1, 2025, which will increase the base salary from \$168,775 to \$205,906.
 - 2026 – 3.0% base salary increase, effective January 1, 2026, which will increase the base salary from \$205,906 to \$212,083.
- General Benefit Programs (receive the same as general employee benefits unless specified otherwise) as follows:
 - Grandfathered programs are discontinued as indicated in the 2011 LOCC Determinations.
 - Dental (no cost sharing).
 - Vision (no cost sharing).
 - Medical (city pays 80% of the cost for the primary plan, currently HAP HMO; employee pays 20%, plus 100% of the incremental cost of higher cost plans). Health Care Plan changes will apply to the Clerk consistent with and be implemented simultaneously with the Department Heads.
 - Paid Time Off Program.
 - 16 paid Holidays, or as revised and consistent with a majority of the general employees.
 - Life Insurance at one time salary.
 - Cafeteria Plan participation, employee elected and paid voluntary options as available.
 - Long-term disability insurance.
 - 401A Defined Contribution Plan with contributions consistent with the attached July 1, 2017 contribution amendment.
 - Optional participation in the Deferred Compensation 457 Plan with matching contributions consistent with the attached July 1, 2017 contribution amendment.
 - Health Care Savings Plan (HCSP) with employee/employer contributions consistent with the general employee program.

CITY CLERK

- Salary:
 - 2025 – 8.0% base salary increase, effective January 1, 2025, which will increase the base salary from \$108,018 to \$116,659.
 - 2026 – 3.0% base salary increase, effective January 1, 2026, which will increase the base salary from \$116,659 to \$120,159.
- General Benefit Programs (receive the same as general employee benefits unless specified otherwise) as follows:
 - Grandfathered programs are discontinued as indicated in the 2011 LOCC Determinations.
 - Dental (no cost sharing).
 - Vision (no cost sharing).
 - Medical (city pays 80% of the cost for the primary plan, currently HAP HMO; employee pays 20%, plus 100% of the incremental cost of higher cost plans). Health Care Plan changes will apply to the Clerk consistent with and be implemented simultaneously with the Department Heads.
 - Paid Time Off Program.
 - 16 paid Holidays, or as revised and consistent with a majority of the general employees.
 - Life Insurance at one time salary.
 - Cafeteria Plan participation, employee elected and paid voluntary options as available.
 - Long-term disability insurance.
 - 401A Defined Contribution Plan with contributions consistent with the attached July 1, 2017 contribution amendment.
 - Optional participation in the Deferred Compensation 457 Plan with matching contributions consistent with the attached July 1, 2017 contribution amendment.
 - Health Care Savings Plan (HCSP) with employee/employer contributions consistent with the general employee program.

CITY COUNCIL & CITY COUNCIL PRESIDENT

- City Council President Salary:
 - 2025 – 18.0% base salary increase, effective January 1, 2025, which will increase the base salary from \$19,620 to \$23,152.
 - 2026 – 3.0% base salary increase, effective January 1, 2026, which will increase the base salary from \$23,152 to \$23,846.
- City Council Member Salary:
 - 2025 – 18.0% base salary increase, effective January 1, 2025, which will increase the base salary from \$16,333 to \$19,273.
 - 2026 – 3.0% base salary increase, effective January 1, 2026, which will increase the base salary from \$19,273 to \$19,851.
- Stipend Pay for Meeting Attendance:
 - The maximum number of paid meetings per calendar year was raised from 80 to 85, effective January 1, 2019. Stipend pay will remain unchanged at \$100 per meeting for up to 85 meetings per calendar year 2025. Effective January 1, 2026, stipend pay will increase to \$115 per meeting for up to 85 meetings per calendar year and the Council President and Council Members shall receive stipend pay for all meetings held on the same day that satisfy the below referenced criteria. For example, if a closed session is properly noticed and held on the same day as a properly noticed and held City Council meeting, then members in attendance for both meetings would be eligible to receive stipend pay for both of the meetings.
 - A meeting for which a stipend is to be received shall be defined as the assembly of a quorum of Councilmembers gathering together at a specific location at a publicly-announced time for conducting City business, in accordance with the Open Meetings Act.
 - In the past, the LOCC has prohibited Councilmembers from receiving a stipend for meetings attended via electronic communications rather than in person (hereinafter “electronic attendance”). The LOCC is strongly committed to open and transparent government as embodied in the Open Meetings Act, but we recognize exceptions to the Open Meetings Act, primarily for military duty and reasonable accommodations for qualified individuals with disabilities. Stipend pay shall be received for electronic attendance by members consistent with the Open Meetings Act.

- If there is a change in state law which prohibits electronic attendance at a meeting by elected officials as referenced above, then the same shall apply to City Councilmembers.
- General Benefit Programs (receive the same as general employee benefits unless specified otherwise) as follows:
 - No Participation in the Defined Contribution or Defined Benefit Program per the 2013 LOCC Report and as determined in the 2011 LOCC Report and consistent with Council Resolution #3-112-11.
 - Optional enrollment to the Dental, Vision, and Medical Plans. 100% employee contribution only.
 - Optional participation in the Deferred Compensation 457 Plan (100% employee contribution only).
 - No participation in any other benefit programs unless specifically determined by the LOCC.
- Grandfathered Programs:
 - Defined Contribution Plan with contributions consistent with the attached July 1, 2017 contribution amendment with automatic enrollment and contribution escalation features. This is only applicable to Councilman Robert Abraham consistent with the 2011 LOCC Report.

City of Dearborn
Eligible City Council, Mayor and City Clerk
Defined Contribution

Effective 7/1/2017*

		Employer	Employee	Total
401(a)	Mandatory	2.00%	2.00%	4.00%
457	Matching	1.00%	1.00%	2.00%
457	Matching	1.00%	1.00%	2.00%
457	Matching	1.00%	1.00%	2.00%
457	Matching	1.00%	1.00%	2.00%
457	Matching	1.00%	1.00%	2.00%
457	Matching	1.00%	1.00%	2.00%
	Total:	8.00%	8.00%	16.00%

**** Applicable the first full-pay period of fiscal year 2017-2018 and as authorized per labor contracts or agreements.***



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Consolidation of Two Part-Time Communications Positions for Creation of One Full-Time Employee Role

DEPARTMENT: Communications

BRIEF DESCRIPTION: Communications requests Council's approval to combine the positions currently held by a part-time Marketing Assistant and part-time Technical Specialist (total 1.40 FTE's) under the CDTV division to create one new full-time position with the intention of hiring a Multimedia Design Specialist using the newly created full-time slot.

Only the part-time Technical Specialist position is currently filled by an employee.

PRIOR COUNCIL ACTION: The 34th Dearborn City Council approved the creation of a job specification for the Multimedia Design Specialist role in 2023.

CR5-214-25 (FY2026 Budget Adoption) approved funding for 1 Office Support III (Marketing Assistant, 0.70 FTE's) and 1 Technical Specialist (0.70 FTE's).

BACKGROUND: In 2023, the 34th Dearborn City Council approved the creation of a job specification for a Multimedia Design Specialist position under the Communications Department. The role was classified under the STP (AFSME) contract at Grade 111.

Later that year, the Communications Department hired a new employee for the role, but ultimately chose to terminate the hire due to creative differences. The position has been vacant since January 2024.

In 2024, the Communications Department hired a part-time Technical Specialist under the CDTV division to focus on the creation of motion graphics, animation, and videography.



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

The following year, at the start of Fiscal Year 2026, the City moved to transfer the Parks & Recreation Marketing Division under the Communications Department. At that time, two part-time Marketing Assistants were also moved to the Communications Department. In August 2026, one of the two employees in this role left the City for another opportunity, leaving the position vacant.

Since the beginning of the 2025 calendar year, the Communications Department and the Mayor's Office have identified the increasing need for more support on a variety of multimedia services, including but not limited to graphic design, illustrations, motion graphics, animation, videography, and other artistic projects.

To ensure that the needs of all departments are met in these areas, it is the recommendation of the Mayor's Office and the request of the Communications Department that a full-time position slot be created, using existing part-time slots within the department, to hire a Multimedia Design Specialist.

FISCAL IMPACT: Due to the timing and current department vacancies, this request is budget-neutral for the remainder of Fiscal Year 2026. The estimated budgetary increase on an annual basis is approximately \$12,000, including salaries and benefits for the position.

COMMUNITY IMPACT: The consolidation of both part-time positions to create one full-time for the purpose of hiring a Multimedia Design Specialist will ensure that more high-quality content is created and disseminated to residents by the City of Dearborn. This role will produce content that the department currently lacks the capacity to facilitate, and as a full-time position, will offer the City greater flexibility in assigning various types of multimedia projects. This will ultimately benefit Dearborn residents, who will receive more regular and accessible information as a result of this position being established and filled.

IMPLEMENTATION TIMELINE: Pending approval by the 34th City Council, the Communications Department is prepared to work with the Finance and Human



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

Resources departments to consolidate the two part-time positions into one full-time, and post the Multimedia Design Strategist position internally as a promotional opportunity.

COMPLIANCE/PERFORMANCE METRICS: Performance will be evaluated on a routine basis, particularly during the new employee probationary period, in line with evaluation methods recommended by the Human Resources Department.



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Consolidation of Part-Time Communications Positions for Creation of Full-Time Employee Role

DATE: Oct. 15, 2025

Summary of Request

Communications requests Council's approval to combine the positions currently held by a part-time Marketing Assistant and part-time Technical Specialist (total 1.40 FTE's) under the CDTV division to create a new full-time position with the intention of hiring a Multimedia Design Specialist using the newly created full-time slot.

Background and Justification

In 2023, the 34th Dearborn City Council approved the creation of a job specification for a Multimedia Design Specialist position under the Communications Department. The role was classified under the STP (AFSME) contract at Grade 111. Later that year, the Communications Department hired a new employee for the role, but ultimately chose to terminate the hire due to creative differences. The position has been vacant since January 2024.

In 2024, the Communications Department hired a part-time Technical Specialist under the CDTV division to focus on the creation of motion graphics, animation, and videography.

The following year, at the start of Fiscal Year 2026, the City moved to transfer the Parks & Recreation Marketing Division under the Communications Department. At that time, two part-time Marketing Assistants were also moved to the Communications Department. In August 2026, one of the two employees in this role left the City for another opportunity, leaving the position vacant.



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

Since the beginning of the 2025 calendar year, the Communications Department and the Mayor's Office have identified the increasing need for more support on a variety of multimedia services, including but not limited to graphic design, illustrations, motion graphics, animation, videography, and other artistic projects.

To ensure that the needs of all departments are met in these areas, it is the recommendation of the Mayor's Office and the request of the Communications Department that a full-time position be created, using existing part-time slots within the department, to hire a Multimedia Design Specialist.

The consolidation of both part-time positions to create a full-time position for the purpose of hiring a Multimedia Design Specialist will ensure that more high-quality content is created and disseminated to residents by the City of Dearborn. This role will produce content that the department currently lacks the capacity to facilitate, and as a full-time position, will offer the City greater flexibility in assigning various types of multimedia projects. This will ultimately benefit Dearborn residents, who will receive more regular and accessible information as a result of this position being established and filled.

Pending approval by the 34th City Council, the Communications Department is prepared to work with the Finance and Human Resources departments to consolidate the two part-time positions into one full-time, and post the Multimedia Design Strategist position internally as a promotional opportunity.

This request is budget-neutral for the remainder of Fiscal Year 2026. The estimated budgetary increase on an annual basis is approximately \$12,000, including salaries and benefits for the position.



COMMUNICATIONS

EXECUTIVE SUMMARY AND MEMORANDUM

SIGNATURE PAGE

PREPARED BY

Signed by:

Kathryn (Katie) Doyal-Rabhi

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Kathryn (Katie) Doyal-Rabhi
Director of Communications

HUMAN RESOURCES APPROVAL

DocuSigned by:

Danielle Chaney

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Danielle Chaney
Human Resources Administrator

BUDGET APPROVAL

DocuSigned by:

Michael Kennedy

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Michael Kennedy
Finance Director/Treasurer

CORPORATION COUNSEL APPROVAL

DocuSigned by:

Jeremy J. Romer

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Jeremy J. Romer
Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of contract for the City of Dearborn Branding & Marketing Services

DEPARTMENT: Communications, in conjunction with Purchasing & Strategy

BRIEF DESCRIPTION: Communications, in conjunction with Purchasing and Strategy, recommends the award of a contract for Branding and Marketing Services for the City of Dearborn to CivicBrand at a total cost of \$119,500.

PRIOR COUNCIL ACTION: CR12-680-22 Acknowledged a service credit with Carahsoft Technology Group totaling \$350,000 for City marketing initiatives.

BACKGROUND: The City of Dearborn is seeking a creative, qualified branding and marketing firm to develop a comprehensive and unifying brand identity for the City. The selected vendor will be responsible for creating a strong visual identity, brand standards, and a brand manual. The project includes a comprehensive branding and marketing initiative that covers visual identity, messaging, brand architecture, public rollout strategy, and a long-term marketing plan. This project will include a full assessment of how to incorporate sub-brands, where applicable. CivicBrand is prepared to lead a phased, inclusive process with clear milestones that builds alignment across city departments and audiences, including residents, businesses, and city staff. The result will be a cohesive, people-centered brand ready to guide Dearborn's future.

FISCAL IMPACT: This contract will have no direct fiscal impact to the City. The City will be utilizing the service credit received for marketing initiatives through Carahsoft Technology Group to fund the contract. Payments will be made directly from Carahsoft to CivicBrand. The service credit balance will total \$173,902 after fulfillment of the CivicBrand contract.

COMMUNITY IMPACT: A key objective of the project is the creation of an eye-catching, widely appealing logo and supporting visual assets. The firm will be expected to facilitate a phased identity and branding process with executable milestones, culminating in a cohesive brand package. This will include visual elements, messaging, and brand expression that together establish a common "look and feel" that resonates with residents, businesses, visitors, and city employees — fostering a sense of community, connection, and pride in the city. Public input and inclusion of diverse, multilingual stakeholders will be integral throughout the branding process to ensure the final product authentically reflects the full Dearborn community.

IMPLEMENTATION TIMELINE: Communications and Strategy will meet with the awarded vendor immediately following Council approval, in preparation for work to commence in January 2026.

COMPLIANCE/PERFORMANCE METRICS: The Communications Department will oversee this contracted service

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for Branding and Marketing Services
DATE: November 3rd, 2025

Budget Information

The City will be utilizing a portion of the previously approved service credit received through Carahsoft Technology Group totaling \$350,000. The service credit was received as part of marketing initiatives as part of the City's agreement to pivot to technology services provided by Google. Invoices for CivicBrand will be forwarded to Carahsoft Technology Group, who will make the payments directly to CivicBrand. The service credit balance will total \$173,902 after fulfillment of the CivicBrand contract.

Summary of Request

Communications, in conjunction with Purchasing and Strategy, recommends the award of a contract for Branding and Marketing Services for the City of Dearborn to CivicBrand, for \$119,500. The contract and work will begin on January 1st, 2026, and should continue throughout 2026 as the project progresses.

It is respectfully requested that Council authorize the contract. The resulting contract shall not be binding until fully executed. Immediate effect is requested to facilitate immediate work on the project.

Background and Justification

The City of Dearborn is seeking a creative, qualified branding and marketing firm to develop a comprehensive and unifying brand identity for the City. The selected vendor will be responsible for creating a strong visual identity, brand standards, and a brand manual. This project will include a full assessment of how to incorporate sub-brands, where applicable.

A key objective of the project is the creation of an eye-catching, widely appealing logo and supporting visual assets. The project must include a strategic public rollout plan for introducing the new brand across city channels, events, and materials. Additionally, the City is seeking a short-term and long-term marketing strategy that identifies the most effective marketing channels (print, digital, social, etc.) and includes a proposed timeline for phased implementation and outreach.

Procurement Process**Purchasing solicited bids with process details as follows:**

Process:	Request for Proposal
Issue Date:	July 8th, 2025
Deadline Date:	August 28th, 2025
Vendors Solicited:	1718
Solicitations Obtained:	273



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Bids Received: **37**

Of the 37 proposals received, the RFP Evaluation Team determined **five (5) proposals** met the City's needs, based on each proposal's Community Engagement Plan, Design Quality/Creativity, Experience, Project Plan, Marketing Strategy, and Cost.

Vendor	Score
CivicBrand	Pass
Hub Collective	Pass
BVK	Pass
Destination By Design	Pass
Idea39	Pass
Aysnd	-
Zoned	-
BC Design Haus	-
Olivier	-
LemonAd Stand	-
SJC	-
Yard	-
Flores	-
True Digital	-
Entro	-
Span	-
Caccico	-
98Forward	-
Identity	-
Culture Shift Team	-
All Together	-
Q+M	-
Crimson	-
3X3	-
Thunder Tech	-
Zimmerman	-
SLI	-
Burch	-
Recess Creative	-
Leap Group	-
Brandsource	-
Sweent	-
Moncur	-
EIntuition	-
Joy Riot	-
Strive Creative	-
Truscott	-



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

After a thorough vetting of each vendor, using the same 6 factors as above, the RFP Evaluation Team scored the 5 remaining vendors as such:

Vendor	Score
CivicBrand	83
Hub Collective	73
BVK	71
Destination By Design	69
Idea39	68

The RFP Evaluation Team then conducted interviews with the two highest-scoring vendors, CivicBrand, and Hub Collective. After the interviews were completed, the RFP Evaluation Team scored the final two vendors (the scores did not change after the interviews):

Vendor	Score
CivicBrand	83
Hub Collective	73

CivicBrand received the highest scores of the final two (2) vendors, and was found to have submitted the most responsive and responsible proposal. The procurement process was in accordance with Section 2-568 (6)a, of the Procurement Ordinance, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Signature Page

RFP Evaluation Team:

DocuSigned by:

Mariam Jalloul

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Mariam Jalloul, Chief Strategy Officer

Signed by:

Patricia Johnson-Maurier

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Patricia Maurier, Broadcast Media Manager
On behalf of: Katie Doyal-Rabhi, Comm Dir.

Signed by:

Zeinab Najm

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Zeinab Najm, Digital Media Strategist

Signed by:

Mohamed Qasim

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Mohamed Qasim, Web & Design Strategist



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

RFP Resource Members:

Signed by:

Jason Pich

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Jason Pich, Purchasing Division Buyer

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Mark Rozinsky

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Mark Rozinsky, Purchasing Division Manager

DocuSigned by:

Bradley Mendelsohn

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Bradley Mendelsohn, Deputy Corp Counsel

Signed by:

Marissa McMullen

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Marissa McMullen, Finance Dept Accountant

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

DS

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Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: Approval to allocate additional funds to the existing Holiday Lighting Installation and Maintenance contract

DEPARTMENT: Community Relations, in conjunction with Purchasing

BRIEF DESCRIPTION: Authorization is requested to increase the contract with Light up Columbus by \$79,651.88 for Holiday Tree purchase, installation and additional Lighting rental at Peace Park West.

PRIOR COUNCIL ACTION: CR 9-511-25 approved \$60,000 for the installation and maintenance of the holiday lights at Peace Park East, Peace Park West, and the Ford Community and Performing Arts Center

BACKGROUND: The City of Dearborn is installing holiday lighting displays to create a festive and welcoming atmosphere for residents, visitors, and businesses during the holiday season. The project areas include the Ford Community and Performing Arts Center, Peace Park East, and Peace Park West. The city is looking for innovative and comprehensive designs, with a special emphasis on displays that are visually appealing and considerate of existing infrastructure, diverse streetscapes, and prominent public spaces.

FISCAL IMPACT: The total award requested is \$79,651.88 for the purchase of an artificial tree and the rental, installation, and maintenance of additional holiday lighting.

COMMUNITY IMPACT: The newly installed artificial tree and lighting at Peace Park West will contribute to the park becoming a central gathering point, encouraging community engagement and creating memorable experiences. The park will serve as a backdrop for holiday traditions, family outings, neighborhood strolls, and the new Dearborn Wanderlights event at Peace Park West, enriching the overall quality of life in Dearborn

IMPLEMENTATION TIMELINE: Installations are to be completed by November 19, 2025.

COMPLIANCE/PERFORMANCE METRICS: Contract will be monitored by Community Relations for adherence to, and completion of, agreed upon deliverables to the satisfaction of the City.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Addition of Funds to the Existing Light Up Columbus contract for Holiday Lighting Installation and Maintenance

DATE: November 6th, 2025

Budget Information

Adopted Budget:	\$16,000
Amended Budget:	\$135,000
Requested Amount:	\$79,651.88
Funding Source:	General Fund, Community Relations, Contractual Services
Supplemental Budget:	N/A

Summary of Request

The City currently has a Holiday Lighting Installation and Maintenance contract with Light Up Columbus. Community Relations, in conjunction with Purchasing, recommends the additional allocation of \$79,651.88 to Light Up Columbus for the purchase of an artificial tree and the rental, installation, and maintenance of additional holiday lighting.

It is respectfully requested that Council authorize the additional expenditures with Immediate effect in order to begin the project immediately.

Background and Justification

The City of Dearborn is installing holiday lighting displays to create a festive and welcoming atmosphere for residents, visitors, and businesses during the holiday season. The project areas include the Ford Community and Performing Arts Center, Peace Park East, and Peace Park West. The city is looking for innovative and comprehensive designs, with a special emphasis on displays that are visually appealing and considerate of existing infrastructure, diverse streetscapes, and prominent public spaces.

Prepared By:

Signed by:

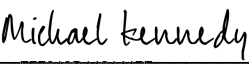
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 Jason Pich, Buyer, Purchasing Division

Department Approval:

DocuSigned by:

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 Alia Phillips, Community Relations Director

Budget Approval:

DocuSigned by:

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 Michael Kennedy, Finance Director/Treasurer

DS


Corporation Counsel Approval:

DocuSigned by:

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 Jeremy J. Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Alley Vacation: south of Colson Avenue between Mead Street and Payne Avenue.

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- The existing public alley is surrounded by four residential homes.
 - The proposed vacation has been reviewed by the City Engineer, who identified concerns with garage accessibility; however, if vacated, it is recommended that an 18-ft wide easement is retained for the existing public utilities.
 - Planning Commission recommended approval of the request at the October 13th, 2025 meeting.
-

PRIOR COUNCIL ACTION:

In 1974, City Council vacated the majority of the alleys in this residential block but left a small portion of it open likely due to the garages with direct access to the alley (C.R.s 3-212-74).

BACKGROUND:

The proposed alley vacation is adjacent to four residential homes: 2 single-family & 2 duplexes. Both of the duplexes (5057 & 5065 Mead) have garages that have direct access to the public alley. However, the applicant has consulted with and provided signatures from the all the adjacent property owners indicating support of the request.

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The proposed alley vacation would restrict vehicle access to garages and would increase the nonconformity for two of the properties abutting the alley.

IMPLEMENTATION TIMELINE:

Requires one reading by City Council.

COMPLIANCE/PERFORMANCE METRICS:

- Public alley to be vacated with 18 ft. easement to be retained.
- No permanent structures shall be built within the easement and the City shall have full access to the sewer line within the easement at all times.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Planning Commission

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Alley Vacation: South of Colson Avenue between Mead Street & Payne Avenue

DATE: November 10th, 2025 (COW)

Summary of Request

The applicant, Mourad Ahmed of 15025 Colson, is requesting to vacate the remainder of the 18-foot-wide public alley that abuts his property (south of Colson Avenue and parallel to Mead Street and Payne Avenue). As indicated in Exhibit B-3, the alley abuts three other residential properties (5057 Mead, 5065 Mead, & 5075 Mead). In 1974, a majority of the alleys in this residential block were vacated (PC Case #1858/C.R. 3-212-74) with an easement retained for public utilities; however, a small portion of this alley was left open likely due to the presence of garages with direct access to public alley.

The applicant has provided a letter of intent (Exhibit B-6) describing his reasoning and intent behind the request. In addition, the applicant collected signatures from all of the adjacent property owners (Exhibit B-7), that about the open portion of the alley, indicating support for the request.

Background and Justification

The existing land use, zoning and master plan designations in the area are summarized in the following table:

	Existing Land Use	Zoning District (Exhibit B-4)	Master Plan Designation
Site	Public Alley	N/A	N/A
North	Colson Avenue	N/A	N/A
South	Single-Family Home	RA – One Family Residential District	Great Neighborhoods: Low-Density
East	Single-Family Home	RA – One Family Residential District	Great Neighborhoods: Low-Density
West	Single-Family Home	RA – One Family Residential District	Great Neighborhoods: Low-Density

Staff Analysis

- The subject alley is located within a block of residential properties. This alley has historically functioned to provide access to residential garages and contains utilities such as an underground sewer and overhead electrical utilities.



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

- The proposed alley vacation would not negatively impact 15025 Colson and 5075 Mead. Both properties are single-family homes and have garages that have direct access from Colson Avenue.
- The proposed alley vacation would negatively impact vehicular circulation and increase nonconformities for 5057 & 5065 Mead due to their direct access from the public alley.
 - o **5057 Mead**, a residential duplex, has a two-car garage with one space accessible from the public alley and one accessible from the front driveway (*see Images 1 & 3*).
 - Duplexes are required to have two parking spaces for each dwelling unit. This requirement is currently not met.
 - If vacated, the parking space accessible from the alley could not be used or counted as a space. This would increase the parking nonconformity.
 - It may be possible for the owner to make both garage spaces accessible from the driveway, but may require variances.
 - o **5065 Mead**, a residential duplex, has a two-car garage that is only accessible from the public alley. It has a partial driveway which would need to be expanded to provide access to the garage (*see Images 2 & 3*).
 - Duplexes are required to have two parking spaces for each dwelling unit. This requirement is currently not met.
 - If vacated, the parking space accessible from the alley could not be used or counted as a space. This would increase the parking nonconformity.
 - Given the current location of 5065 Mead's garage and the size of the property, it may not be possible for the existing garage to be made accessible by vehicles from the current driveway without variances or reconfiguration of the garage.
 - o While both 5057 and 5065 Mead are nonconforming in parking requirements, it is impractical to assume that either property, based on their small sizes, could be reasonably developed to meet the parking requirements for duplexes.
- While all the property owners have indicated support for the proposal (Exhibit B-7), it is important to be aware that property ownership may change in the future.
- Of note, 5055 Mead also has a garage door facing the portion of the already legally vacated alley that may be impacted by the proposed request as well.
- Michigan's Land Division Act requires that vacated land revert back to the original platting. In this case, the alley occurs on a subdivision boundary. If approved, the alley would be divided up among the four abutting parcels evenly based on how they were originally platted (Exhibit B-5).



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

- The City Engineer has reviewed the request and expressed concern regarding the accessibility of the garages from the public alley. If vacated, the City Engineer indicated that an 18 ft. easement would need to be retained due to the public sewer line underneath as well as electrical utility poles. This easement would prohibit a building or permanent structure from being constructed within that area.

Additional Photos



Image 1: 5057 Mead with front garage access which provides access to 1 parking space.

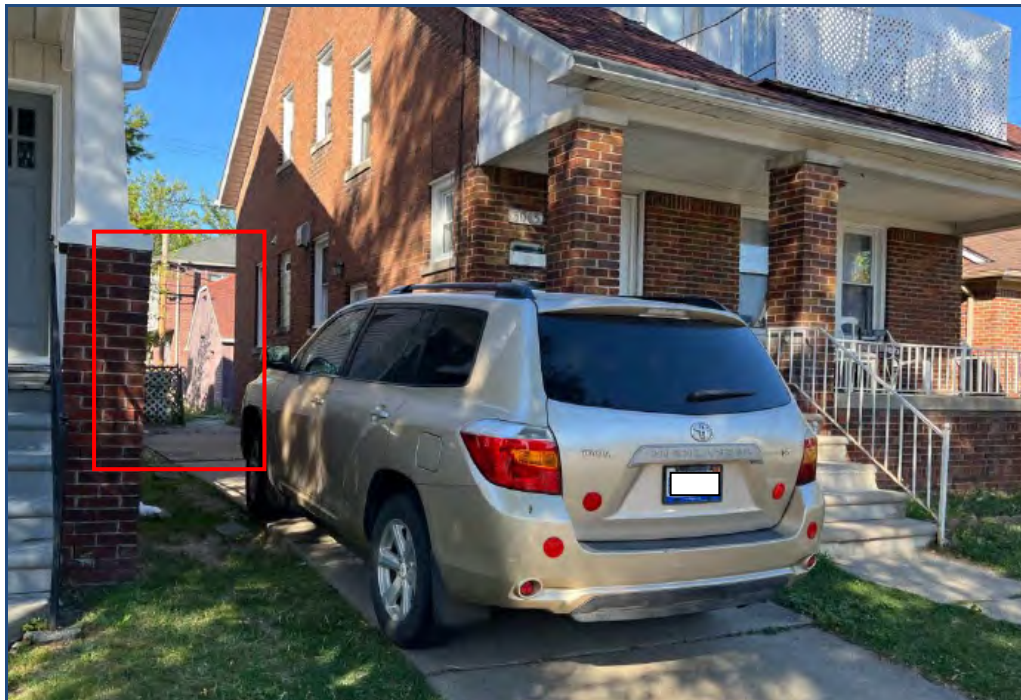


Image 2: The driveway for 5065 Mead ends at the fence and does not provide access to the garage.



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM



Image 3: Alley access for 5057 Mead (right) with a single overhead door and 5065 Mead (left) with a double overhead door.

Recommendation:

After due consideration and a public hearing on October 13th, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Abdallah, supported by Commissioner Kadouh to approve the request of Mourad Ahmed to vacate the remainder of the 18-ft wide public alley south of Colson Avenue and parallel to Mead Street and Payne Avenue. The portion of the alley requested to be vacated is adjacent to the southern property lines of lot 94 (of the Normandale subdivision) and lot 312 (of the Orchard Boulevard subdivision) to the southern Right-of-Way boundary of Colson Avenue. Upon roll call the following vote was taken: Yes: (6) (Commissioners Abdallah, Abdulla, Fadlallah, Kadouh, Mohamad, & Saymuah). No: (1) (Commissioner Easterly). Absent: (2) (Commissioners King & Phillips). The motion was adopted.

As part of their motion for approval, the Planning Commission recommended that the applicant that the applicant provide notarized signatures from the property owners (5055, 5057, 5065, & 5075 Mead). In addition, the Commission recommended that the property owners in support of the request attend the City Council meetings.

Signature Page

Prepared by:

Kaileigh Bianchini

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

Signed by:

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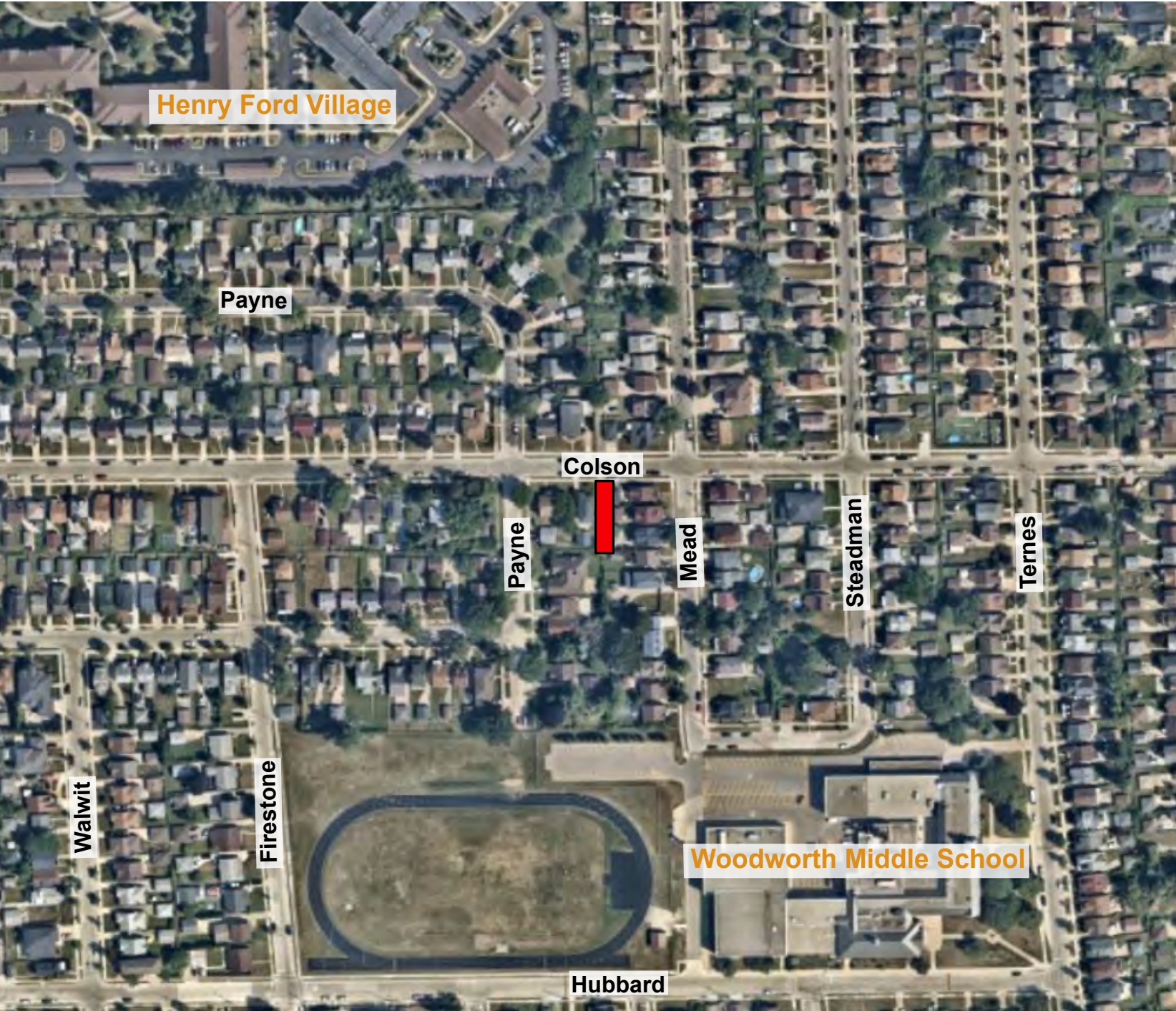
JORDAN TWARDY
Economic Development Director

DocuSigned by:

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JEREMY ROMER
Corporation Counsel

Site Context - Alley Vacation Between Mead & Payne St.



Legend

Alley Requested to be Vacated

Location:
The subject alley is located on the south side of Colson Avenue between Payne and Mead Street.

0 50 100 200 Feet

Existing Conditions - Alley Vacation Between Mead & Payne St.



Legend

-  Subject Alley to be vacated (18 ft)
-  18 ft. Alley Vacated - Easement Retained
-  Existing Garage Access
-  Applicant

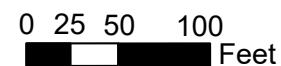
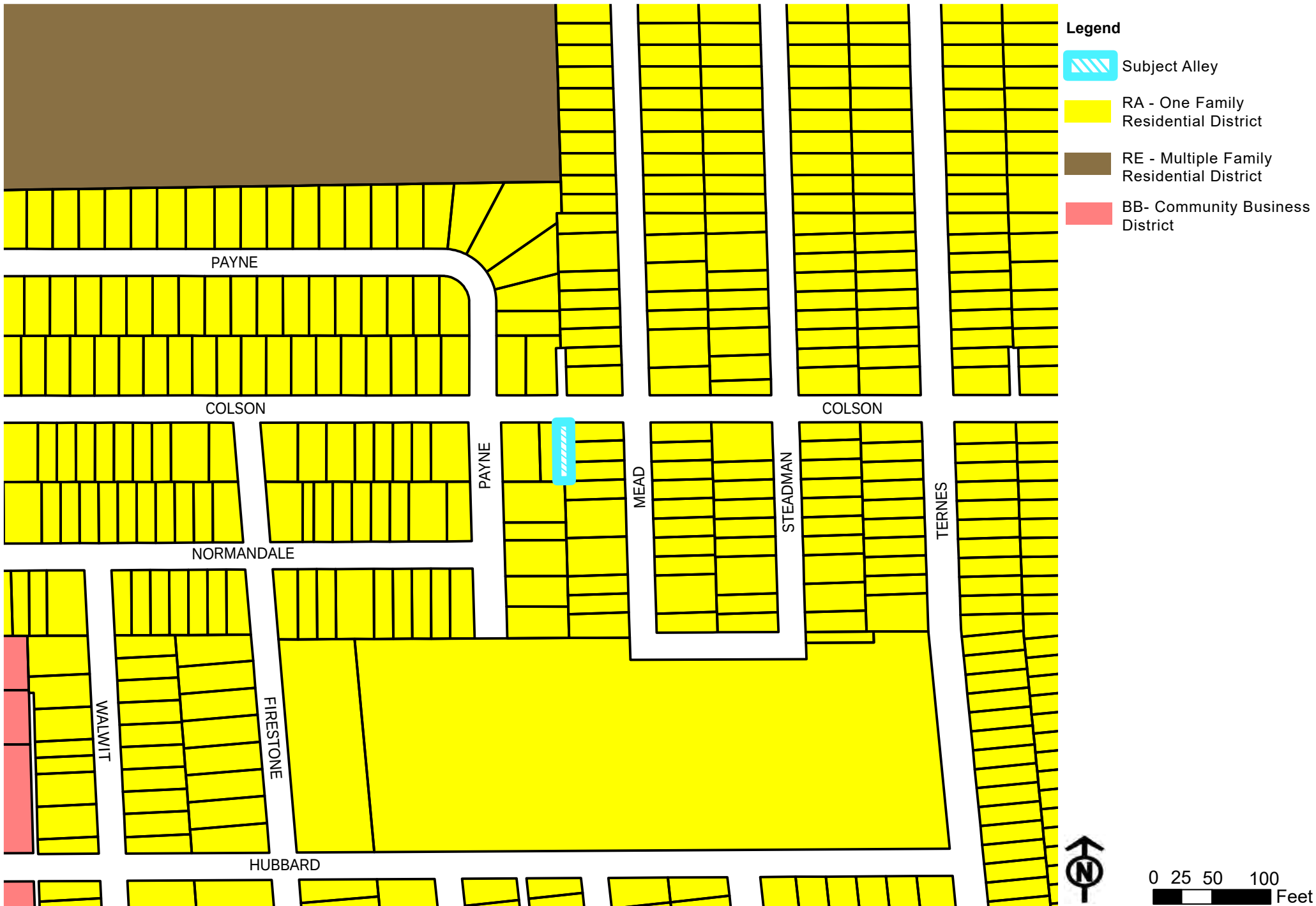
5065 Mead has a partial driveway that does not extend into the rear yard of the property

*All measurements and visual features should be considered approximate and should not be taken as precise.

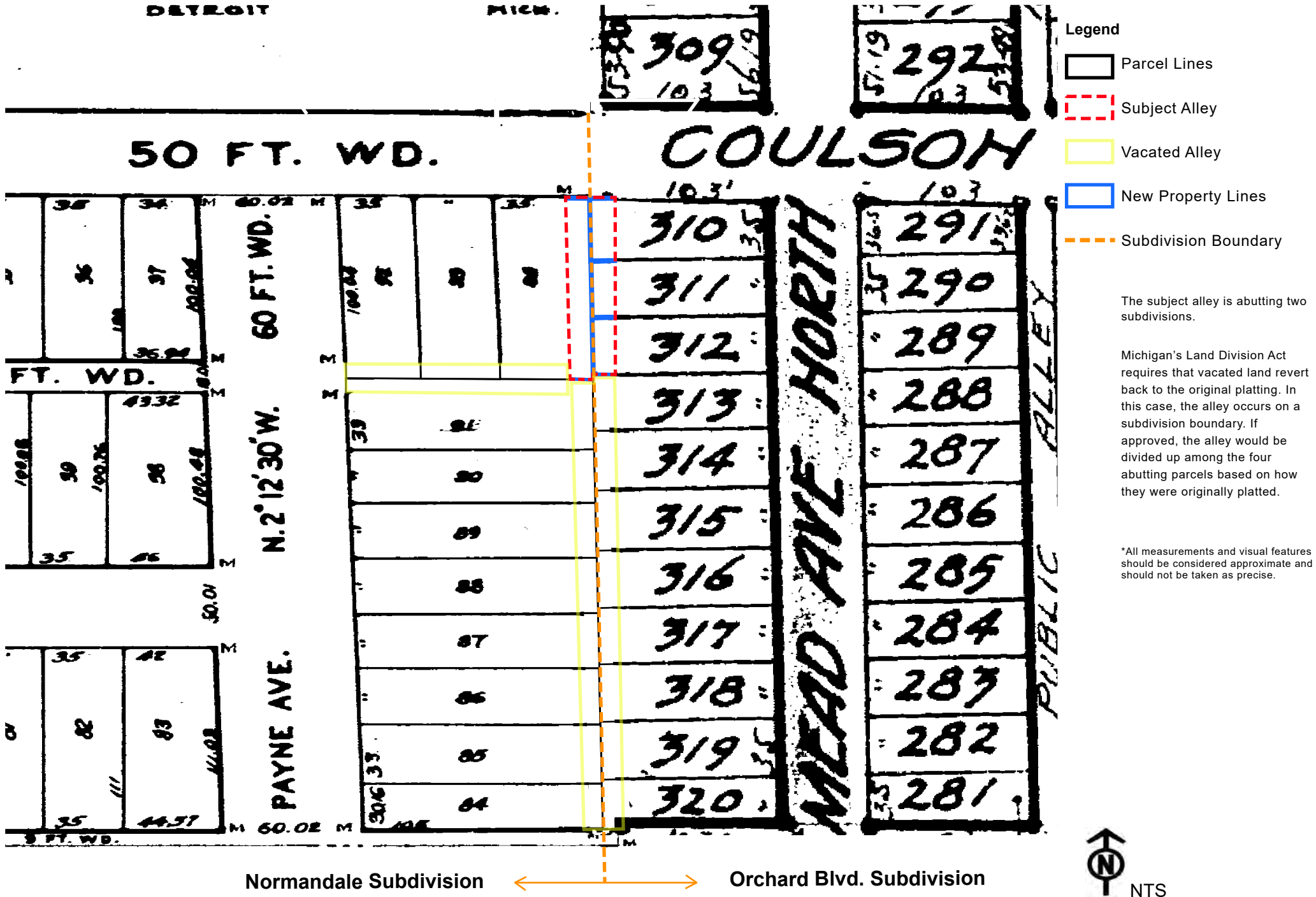


0 25 50 100 Feet

Existing Zoning Map - Alley Vacation Between Mead & Payne St.



Proposed Alley Vacation - Alley Vacation Between Mead & Payne St.



PETITION TO VACATE AND TRANSFER FULL ALLEY – 15025 COLSON ST, DEARBORN, MI

Date: July 21, 2025

I. Summary and Request

I, Mourad Ahmed, the legal property owner of 15025 Colson Street, Dearborn, MI, hereby submit this formal petition to the City of Dearborn to vacate and deed over the remaining alley adjacent to my property line (from my back fence line to the garages) to me for permanent ownership and maintenance. This request is based on the following key justifications:

- - I already legally own half of the vacated alley as reflected in the attached tax assessment and legal description.
 - The additional portion of the alley (from fence line to rear garage line) is unutilized by neighbors for ingress/egress, and has not functioned as a public right-of-way for over 10 years.
 - The City requires me to maintain this portion at my expense despite retaining ownership.
 - The alley hosts a severely crooked utility pole (Exhibit A), posing hazards to both my property and family.
 - The area creates significant hardship including rodent infestation, trespassing, illegal dumping, and theft.

II. Legal Authority and Precedent

According to MCL 560.227a, municipalities in Michigan have the legal authority to vacate alleys and streets by ordinance when the public necessity no longer exists. The Michigan Court of Appeals in **Wynn v. City of Detroit** (1982) recognized that municipalities may abandon alleys if they are no longer used or needed by the public.

Additionally, under Section 13-2 of the Dearborn Code of Ordinances, the City has the power to vacate streets, alleys, or public easements through petition and hearing. This includes scenarios where vacating would not impair public use or create hardship.

In the past, the City of Dearborn has vacated alleys even where garage doors faced the alley, provided there was no practical use or vehicular reliance on the alley, and the property owner demonstrated maintenance, safety, and liability concerns.

III. Exhibits and Visual Evidence

Attached to this petition are the following exhibits:

- • Exhibit A: Photo of crooked utility pole and overgrown alley (safety hazard).
- • Exhibit B: Property Tax Assessment indicating ownership of half the vacated alley.
- • Exhibit C: Photo showing complete lack of vehicular use by adjacent garage owners.
- • Exhibit D: Maintenance efforts, shrubs planted, and costs assumed by owner since 2020.

IV. Benefit to City of Dearborn

Vacating this alley and deeding it to me will relieve the City of all future liability, code enforcement, and maintenance obligations. I will continue to maintain the alley at no cost to taxpayers. In addition, this action promotes resident safety, beautification, reduced illegal dumping, and aligns with the City's policies to reduce underutilized municipal liability.

V. Addressing Rear Garage Doors of 5055, 5059, 5065 Mead

Although the properties at 5055, 5059, and 5065 Mead St. have garage doors that face the alley, those garages are not currently used for access, parking, or storage via the alleyway. All homeowners rely on front access driveways. The City could assist in converting garage access to the front, ensuring continued usability if needed.

VI. Risk of Unequal Treatment

To deny this petition despite meeting all criteria and precedents would create grounds for an argument of unequal treatment and potential discrimination. The City has approved similar alley vacations in comparable neighborhoods, some with active garage access. This would signal discriminatory or arbitrary decision-making unless consistent standards are applied.

VII. Conclusion

I respectfully request the City expedite the process to vacate the full alley extending behind my property line and deed it to me. This action benefits public safety, reduces municipal

maintenance burden, and brings consistency with prior cases. I am prepared to maintain the entire space and work with DTE or any utility as necessary.

Sincerely,

Mourad Ahmed
15025 Colson Street
Dearborn, MI 48126

Exhibits and Supporting Evidence



Exhibit A - Crooked Utility Pole (Behind 15025 Colson St)



Exhibit B - Rear Alley Area (Behind Garage)



Exhibit C - Gravel Alley Showing No Active Garage Use



Exhibit D - Overgrowth and Lack of City Maintenance

Michigan Department of Treasury
1019 (Rev. 11-23)

THIS IS NOT A TAX BILL

L-4400

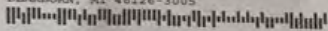
Notice of Assessment, Taxable Valuation, and Property Classification

This form is issued under the authority of P.A. 206 of 1993, Sec. 211.24 (c) and Sec. 211.34c, as amended. This is a model assessment notice to be used by the local assessor.

FROM
CITY OF DEARBORN
DEPARTMENT OF ASSESSMENT
16901 MICHIGAN, SUITE 5
DEARBORN, MI 48126

PARCEL IDENTIFICATION
PARCEL NUMBER: 82 10 181 13 051
PROPERTY ADDRESS:
15025 COLSON
DEARBORN, MI 48126

OWNERS NAME & ADDRESS/PERSON NAMED ON ASSESSMENT ROLL:

*****AUTO**S-DIGIT 48126
AJMEED, MOORAD
15025 COLSON ST
DEARBORN, MI 48126-3005


PRINCIPAL RESIDENCE EXEMPTION
% Exempt As "Homeowners Principal Residence": 100.00%
% Exempt As "Qualified Agricultural Property": .00%
% Exempt As "MBT Industrial Personal": .00%
% Exempt As "MBT Commercial Personal": .00%
Exempt As "Qualified Forest Property": ☐ Yes ☒ No
Exempt As "Development Property": ☐ Yes ☒ No

LEGAL DESCRIPTION:
LOT 94 INCLUDING HALF OF THE VACATED ALLEY IN THE REAR THEREOF NORMANDALE SUB

ACCORDING TO MCL 211.34c THIS PROPERTY IS CLASSIFIED AS: 401 (RESIDENTIAL-IMPROVED)

PRIOR YEAR'S CLASSIFICATION IF DIFFERENT: 401 (RESIDENTIAL-IMPROVED)

	PRIOR AMOUNT YEAR: 2024	CURRENT TENTATIVE AMOUNT YEAR: 2025	CHANGE FROM PRIOR YEAR TO CURRENT YEAR
1. TAXABLE VALUE:	148,964	153,581	4,617
2. ASSESSED VALUE:	237,300	176,600	-60,700
3. TENTATIVE EQUALIZATION FACTOR: 1.000			
4. STATE EQUALIZED VALUE (SEV):	237,300	176,600	-60,700

5. There WAS or WAS NOT a transfer of ownership on this property in 2024: WAS NOT

6. Assessor Change Reason(s):
Market Adjustment

The 2025 Inflation rate Multiplier is: 1.031

Questions regarding the Notice of Assessment, Taxable Valuation, and Property Classification may be directed to the Following:

Name:	Phone:	Email Address:
JACOB THURSTON	(313) 943-2140	DEARBORNASSESSORS@DEARBORN.GOV

March Board of Review Appeal Information. The Board of Review will meet at the following dates and times:
TO APPEAR BEFORE THE BOARD OF REVIEW FOR A FORMAL APPEAL, PLEASE CALL THE DEPARTMENT OF ASSESSMENT AT (313) 943-2140 FOR AN APPOINTMENT. AGENTS OF PROPERTY OWNERS NEED TO SUBMIT WRITTEN AUTHORIZATION. THE DEARBORN BOARD OF REVIEW WILL CONVENE TO HEAR APPEALS IN THE COUNCIL CHAMBERS, DEARBORN ADMINISTRATIVE CENTER, 16901 MICHIGAN AVENUE, DEARBORN, MICHIGAN AS FOLLOWS:
MARCH 10 9:00 AM – 12:00 PM & 1:00 PM – 4:00 PM
MARCH 11 9:00 AM – 12:00 PM & 1:00 PM – 4:00 PM
MARCH 12 2:00 PM – 5:00 PM & 6:00 PM-9:00 PM
MARCH 13 12:00 PM - 4:00 PM
MARCH 14 9:00 AM – 12:00 PM & 1:00 PM – 4:00 PM
MARCH 17 9:00 AM – 12:00 PM & 1:00 PM – 4:00 PM

Exhibit E - Property Tax Assessment Including Rear Alley Ownership

Legal Support and Code Citations

- Michigan Compiled Laws (MCL) 560.257 provides that a municipality may vacate an alley when it is determined to no longer be necessary for public use.
- City of Dearborn Code of Ordinances, Chapter 14, Section 14-24, allows for alley vacations when a petition demonstrates no adverse impact on public access or utility service.
- MCL 211.34c(2) allows classification of real property consistent with municipal records (such as the user's assessment stating ownership of 'half the vacated alley').
- Michigan courts have upheld alley vacations even when neighboring properties have rear garages, as long as practical access exists from the front and the alley is not reasonably necessary (see: **City of Livonia v. Dep't of Transportation**, unpublished, 2014 WL 4657411).

I respectfully request the vacation and conveyance of the entire alley adjacent to my property line, as I have been solely responsible for its maintenance since 2020. The City has previously issued notices regarding upkeep, implicitly acknowledging that maintenance responsibility falls on me. Given that the alley is not utilized by neighboring properties for vehicle access through their rear garage doors, and the City no longer maintains the area, it is logical and equitable to deed it over to me. I am willing to grant access to public utility providers as needed. I urge the City to act promptly and avoid what could be construed as a discriminatory denial of a reasonable and justified petition.

VIII. Relevant Code Violations by the City of Dearborn

The City of Dearborn may be in violation of the following local and state codes by expecting a private resident to maintain a municipally owned alleyway:

- Dearborn Code of Ordinances § 14-24: While the City retains ownership of a public alley, it is responsible for its maintenance unless officially vacated through ordinance. Mandating that a private citizen maintain city-owned property without formal transfer or compensation raises concerns of inequitable enforcement.
- Dearborn Code § 10-19 and § 14-26: The City is required to abate nuisances and maintain public rights-of-way free from conditions that contribute to health or safety risks such as rodent harborage and overgrowth.
- Michigan Constitution, Article IX, Section 6: Taxpayers are entitled to equal protection and fair use of their tax contributions. Requiring a resident to maintain publicly owned property at their own expense while paying full property taxes may violate this principle.
- MCL 691.1402: Under the Governmental Tort Liability Act, municipalities have a duty to maintain public highways and public ways, including alleys, in reasonable repair and usable condition. Shifting this duty to a resident without legal transfer may constitute neglect.

Right of Way Vacation Application Neighbor Fee Sharing Agreement

To: City of Dearborn Planning Division

Re: Right of Way Vacation Application for Alley Adjacent to 15025 Colson St, Dearborn, MI 48126

We, the undersigned property owners whose properties directly ~~abut~~ the alley next to 15025 Colson St, Dearborn, MI 48126, and subject to the Right of Way Vacation ~~petition~~ filed by Mourad Ahmed, acknowledge and agree as follows.

1. Purpose of Agreement

The purpose of this agreement is to confirm our mutual understanding and commitment to share equally in the 900 dollar City of Dearborn Right of Way Vacation application fee for the petition to vacate the alley adjacent to 15025 Colson St.

2. Shared Fee Arrangement

The total fee of 900 dollars will be divided equally among the following parties.

Property Owner	Address	Share if all 4 sign
Mourad Ahmed	15025 Colson St, Dearborn, MI 48126	225 dollars
Tahania Jabar	5075 Mead St, Dearborn, MI 48126	225 dollars
Ahmed Musa	5065 Mead St, Dearborn, MI 48126	225 dollars
Brooks Cedric Lamar	5057 Mead St, Dearborn, MI 48126	225 dollars

If any listed property owner chooses not to sign this agreement, the 900 dollar fee will be split equally among the remaining signing property owners. Calculation example 900 divided by number of signers.

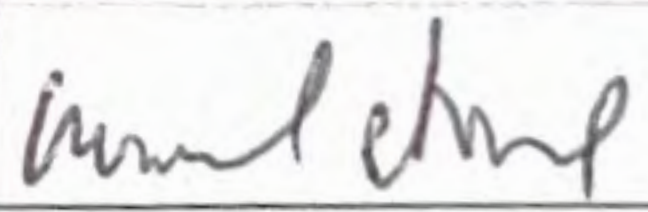
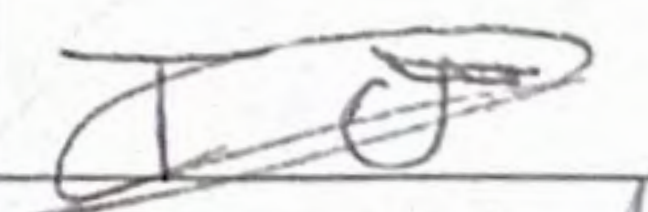
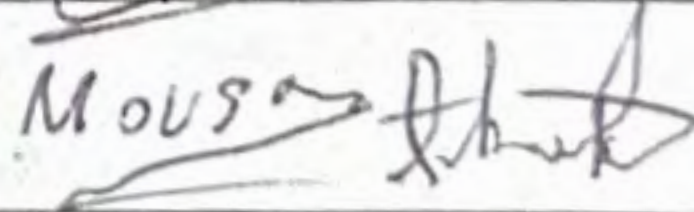
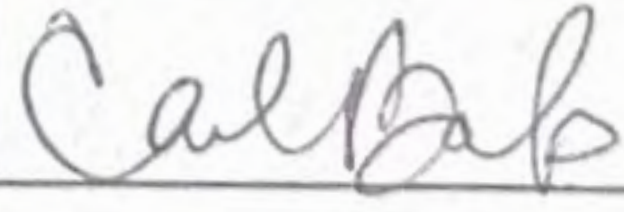
3. Acknowledgment of Support

By signing below, each party confirms that they have reviewed the petition and support the vacation of the alley next to 15025 Colson St. We request that the City deed the vacated alley to all affected homeowners who sign this agreement, with utility access preserved by easement.

4. City Submission

This signed agreement may be submitted to the City of Dearborn as part of the application package to demonstrate neighbor cooperation and fee sharing.

Signatures

Name	Address	Signature	Date
Mourad Ahmed	15025 Colson St, Dearborn, MI 48126		09-16-25
Tahania Jabar	5075 Mead St, Dearborn, MI 48126		09-16-25
Ahmed Musa	5065 Mead St, Dearborn, MI 48126	 Mousa	Sep. 16, 2025
Brooks Cedric Lamar	5057 Mead St, Dearborn, MI 48126		9-17-25



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Approval of Contract for additional security cameras at the East and West Parking Decks

DEPARTMENT: Economic Development, In Conjunction with Purchasing

BRIEF DESCRIPTION: Economic Development, in conjunction with Purchasing, recommends the award of contract for installation of security cameras at the East and West Parking decks.

PRIOR COUNCIL ACTION: 10-558-25

BACKGROUND: Over the past two years, the WDDDA, in partnership with the Dearborn Police Department has strategically invested in modernizing surveillance to address two critical, ongoing challenges in the West Downtown business corridor: increased illicit activity and persistent illegal dumping across parking decks and adjacent enclosures. Phase 1: Wagner Parking Deck & Dumpster Security (Resolution WD-24-02-03) Installation of 7 new cameras at the Wagner Parking Deck (including stairwells, entrances, and ramps). Funding was also allocated for cameras within City-owned dumpster enclosures to enforce against illegal dumping. Phase 2: East & West Parking Structures and LPR Implementation (Resolution WD-25-06-03) Installation of additional cameras at both the East and West Parking Structures, which previously had limited coverage. Included the critical acquisition of Avigilon License Plate Recognition (LPR) licenses, which move the surveillance network toward a high-tech standard and significantly bolster Dearborn PD's ability to monitor vehicles and conduct post-incident investigations.

FISCAL IMPACT: \$44,998

COMMUNITY IMPACT:

These proactive security measures underscore the WDDDA's commitment to providing a safe, clean, and vibrant business corridor for residents, visitors, and businesses. The high-tech surveillance, particularly the new LPR capabilities, serves as a powerful deterrent and significantly enhances Dearborn PD's investigative tools.

IMPLEMENTATION TIMELINE: The system is operational

COMPLIANCE/PERFORMANCE METRICS:

Economic Development will monitor the project implementation.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Approval of Contract for additional security cameras at the East and West Parking Decks

DATE: October 31, 2025

Budget Information

Projects: A45024 West Dearborn Parking Deck Improvement

Available Project Budget: \$ 44,998

Requested Amount: \$ 44,998

Funding Source: Facilities, Public Works, Capital Project Support, Contractual Services, Other Services

Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Economic Development Department, recommends the award of a contract to D/A Central for installation of security cameras to provide coverage to areas of the East and West parking decks. This will be a Continuity of Professional Services purchase, as D/A Central installed the existing security cameras, which will need to work in conjunction with the new equipment.

It is respectfully requested that Council authorize the award for the security cameras. The resulting contract shall not be binding until fully executed.

Background and Justification

Over the past two years, the WDDDA, in partnership with the Dearborn Police Department has strategically invested in modernizing surveillance to address two critical, ongoing challenges in the West Downtown business corridor: increased illicit activity and persistent illegal dumping across parking decks and adjacent enclosures. Phase 1: Wagner Parking Deck & Dumpster Security (Resolution WD-24-02-03) Installation of 7 new cameras at the Wagner Parking Deck (including stairwells, entrances, and ramps). Funding was also allocated for cameras within City-owned dumpster enclosures to enforce against illegal dumping. Phase 2: East & West Parking Structures and LPR Implementation (Resolution WD-25-06-03) Installation of additional cameras at both the East and West Parking Structures, which previously had limited coverage. Included the critical acquisition of Avigilon License Plate Recognition (LPR) licenses, which move the surveillance network toward a high-tech standard and significantly bolster Dearborn PD's ability to monitor vehicles and conduct post-incident investigations.



FINANCE EXECUTIVE SUMMARY AND MEMORANDUM

Process

This procurement is In accordance with Section 2-568(b)(6)e, Continuity of Professional Services, of the Code of the City of Dearborn.

Prepared By:

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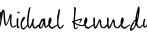
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Mark Rozinsky, Purchasing Manager

Department Approval:

Signed by:

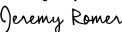
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Jordan Twardy, Economic Development Director

Budget Approval:

DocuSigned by:

E77818D1421447E
Michael Kennedy, Finance Director/Treasurer

Initial


Corporation Counsel Approval:

DocuSigned by:

E7A5738A25E3480
Jeremy J. Romer, Corporation Counsel

**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request for the Finance Director to be authorized to recognize and appropriate the \$25,000 Michigan Economic Development Corporation (MEDC) Match on Main (MoM) Grant received on behalf of the WDDDA and The Great Commoner LLC

DEPARTMENT: Finance and Economic Development

BRIEF DESCRIPTION:

The West Dearborn Downtown Development Authority (WDDDA) on behalf of The Great Commoner LLC applied for and received \$25,000 in funding from the Michigan Economic Development Corporation (MEDC) Match on Main (MoM) Grant. This grant is intended for interior improvements aimed at converting underutilized space within the restaurant into a dinner space option.

PRIOR COUNCIL ACTION:

Via C.R. 3-142-23, City Council has previously approved this funding to be received by the DDDAs to be disbursed to the grant recipients. The Economic Development Department had administered the same grant in the past for previous grant recipients, including Trio Restaurant Group and Green Brain Comics LLC.

BACKGROUND:

The Michigan Economic Development Corporation (MEDC) Match on Main (MoM) initiative is to provide MEDC funding to Redevelopment Ready Communities, and select or master level Michigan Main Street communities in Michigan to support small businesses within their respective communities.

The WDDDA applied to the Match on Main grant on behalf of The Great Commoner LLC, which aimed to conduct interior improvements to enhance their dining room area (previously an underutilized lounge space) by adding new booths and table tops to accommodate the new dinner concept and decrease brunch wait times, and an additional third restroom to reduce customer wait times and make the restaurant more appealing for patrons. In addition to adding bar top tables and charging stations to create a new cafe area for patrons. The Great Commoner LLC received the \$25,000 grant from the MEDC for these improvements, which have already taken place and turned the restaurant into a more vibrant and utilized environment. This project revitalizes the historic property, improves the district's aesthetic appeal, and increases



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

foot traffic, thus boosting the economy and invigorating the West Downtown Dearborn District.

FISCAL IMPACT:

N/A

COMMUNITY IMPACT:

- The business will attract more visitors each month, which will continue to boost the local economy.
 - The new dining concept area will serve as a vibrant gathering space for community events, fostering connections among residents and enriching the local social landscape.
-

IMPLEMENTATION TIMELINE:

The interior improvements have already taken place, and the business is eligible for reimbursement for these improvements via the Match on Main grant process.

COMPLIANCE/PERFORMANCE METRICS:

The grant agreement is between the MEDC and the WDDDA (on behalf of The Great Commoner LLC).



ECONOMIC
DEVELOPMENT

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Laura Aceves-Sanchez, Economic Vitality Manager, Economic Development

VIA: Jordan Twardy, Director, Economic Development

SUBJECT: Request for the Finance Director to be authorized to recognize and appropriate the \$25,000 Michigan Economic Development Corporation (MEDC) Match on Main (MoM) Grant received on behalf of the WDDDA and The Great Commoner LLC

DATE: November 18, 2025

Budget Information

Adopted Budget: \$783,315

Amended Budget: \$942,655

Requested Amount: \$25,000

Funding Source: West Dearborn Downtown Development Authority, Economic Development, Various Accounts

Supplemental Budget: N/A

Summary of Request

The West Dearborn Downtown Development Authority (DDDDA) on behalf of The Great Commoner LLC applied for and received \$25,000 in funding from the Michigan Economic Development Corporation (MEDC) Match on Main (MoM) Grant. This grant is intended for interior improvements aimed at converting underutilized space within the restaurant into a dinner space option.

It is requested that the Finance Director be authorized to recognize the \$25,000 in revenue account #296-0000-330.04-90 and appropriate the same amount in expense account #296-6100-911.67-90, where it will then be disbursed to The Great Commoner LLC upon successful completion of the grant requirements.

Background and Justification

The Michigan Economic Development Corporation (MEDC) Match on Main (MoM) initiative is to provide MEDC funding to Redevelopment Ready Communities, and select



**ECONOMIC
DEVELOPMENT**

EXECUTIVE SUMMARY AND MEMORANDUM

or master level Michigan Main Street communities in Michigan to support small businesses within their respective communities.

The WDDDA applied to the Match on Main grant on behalf of The Great Commoner LLC, which aimed to conduct interior improvements to enhance their dining room area (previously an underutilized lounge space) by adding new booths and table tops to accommodate the new dinner concept and decrease brunch wait times, and an additional third restroom to reduce customer wait times and bathroom area in order to make the restaurant more appealing for patrons. In addition to adding bar top tables and charging stations to create a new cafe area for patrons. The Great Commoner LLC received the \$25,000 grant from the MEDC for these improvements, which have already taken place, and turned the restaurant into a more vibrant and utilized environment. This project revitalizes the historic property, improves the district's aesthetic appeal, and increases foot traffic, thus boosting the economy and invigorating the West Downtown Dearborn District.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:
Laura Aceves-Sanchez
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Laura Aceves-Sanchez, Economic Vitality Manager

Department Approval:

DocuSigned by:
Jordan Twardy
1C7ADC7466A843C...

Jordan Twardy, Economic Development Director

Budget Approval:

DocuSigned by:
Michael Kennedy
F77919D1421447F... Initial
CS

Michael Kennedy, Director Finance & Treasurer

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
E7A573BA25E3460

Jeremy Romer, Corporation Counsel



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST:

Requesting acceptance of the Department of Transportation Pipeline Emergency Response Grant. There is no local match. We are requesting the Finance Director or designee to be authorized to recognize and appropriate revenue of \$44,335 in the General Fund, Fire Department.

The Fire Department further requests immediate effect due to grant time constraints.

DEPARTMENT:

Fire Department

BRIEF DESCRIPTION

The Fire Department was recently awarded a highly competitive Pipeline Emergency Response Grant (PERG) grant in the amount of \$44,335 dollars. These funds will be utilized to purchase equipment and drone piloting training for the Fire Department's Drone Task Force members. There is no local match.

PRIOR COUNCIL ACTION:

N/A

BACKGROUND

The Fire Department was recently awarded a highly competitive Pipeline Emergency Response Grant (PERG) grant in the amount of \$44,335 dollars. These funds will be utilized to purchase equipment and drone piloting training for Fire Department's Drone Task Force members. There is no local match.

FISCAL IMPACT:

Grant funding of \$44,335 dollars for the purchase of equipment and drone pilot training programs for members of the Dearborn Fire Department Drone Task Force.

COMMUNITY IMPACT:

The community will benefit through the investment into the Dearborn Fire Department Drone Task Force. Drones provide multiple benefits to emergency response including enhancing situational awareness, identifying hot spots, locating victims, fire modeling mapping and testing of hazardous environments.



EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE:

The Fire Department is in the process of researching and evaluating specific drones and training courses with an aim to have purchasing decisions by January 1st 2026

COMPLIANCE/PERFORMANCE METRICS:

The Fire Department Administration will be responsible for the purchase of equipment and training and the compliance with grant requirements. The City will be compliant with the requirements an provision of 2CFR 200 as required by all federal grants.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Fire Chief Joseph Murray

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Acceptance of 2024 Pipeline Emergency Response Grant

DATE November 03, 2025

Budget Information

Adopted Budget: \$0
Amended Budget: \$316,306
Requested Budget: \$44,335
Funding Source: General Fund, Fire, Various Accounts
Supplemental Budget: N/A

Summary of Request

Requesting acceptance of Department of Transportation Pipeline Emergency Response Grant. There is no local match. We are requesting the Finance Director or designee to be authorized to recognize and appropriate revenue of \$44,335 in the General Fund, Fire Department.

The Fire Department further requests immediate effect due to grant time constraints.

Background and Justification

The Fire Department was recently awarded a highly competitive Pipeline Emergency Response Grant (PERG) grant in the amount of \$44,335 dollars. These funds will be utilized to purchase equipment and drone pilot training for Fire Department's Drone Task Force members. There is no local match.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

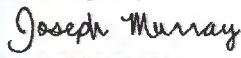
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Joseph Murray
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Joseph Murray
Fire Chief

DocuSigned by:
Jeremy Romer
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Jeremy Romer
Corporation Counsel

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Michael Kennedy
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Michael Kennedy
Finance Director

Signed by:
Maria Willett
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Maria Willett
Philanthropy & Grants
Director.

ASSISTANCE AGREEMENT

1. Award No. 593JK32540024PERG		2. Modification No.	3. Effective Date 09/30/2025	4. CFDA No. 20.706
5. Awarded To DEARBORN CITY 16901 MICHIGAN AVE. DEARBORN MI 48126		5. Sponsoring Office PIPELINE AND HAZARDOUS MATERIALS SA Acquisition Services Division 1200 New Jersey Avenue SE, East Bldg, 3rd Washington DC 20590		7. Period of Performance 10/01/2025 through 09/30/2026
3. Type of Agreement ☒ Grant ☐ Cooperative Agreement ☐ Other	9. Authority 49 USC 60125 (b)		10. Purchase Request or Funding Document No. PH956-25-0012	
11. Remittance Address DEARBORN CITY Attn: MICHAEL KENNEDY 16901 MICHIGAN AVE. DEARBORN MI 48126		12. Total Amount Govt. Share: \$44,335.00 Cost Share : \$0.00 Total : \$44,335.00		13. Funds Obligated This action: \$44,335.00 Total : \$44,335.00
14. Principal Investigator		15. Program Manager REX EVANS Phone: 217-801-8014		16. Administrator PIPELINE AND HAZARDOUS MATERIALS SA Acquisition Services Division 1200 New Jersey Avenue SE, East Bldg, Washington DC 20590
17. Submit Payment Requests To PHMSA Delphi eInvoicing System https://einvoice.esc.gov		18. Paying Office FAA/MMAC/PHMSA HQ 272F AMK 316 6500 S. MacArthur Blvd Oklahoma City OK 73169		19. Submit Reports To
20. Accounting and Appropriation Data 1400325DB1.2025.OEGRT01030.50D0106000.41050.61000000.0000000000.0000000000.0000000000.000000Q000				
21. Research Title and/or Description of Project Pipeline Emergency Response Grant				
For the Recipient		For the United States of America		
22. Signature of Person Authorized to Sign Docusigned by: 		25. Signature of Grants/Agreements Officer  Digitally signed by DWAYNE FITZGERALD CROSS		
23. Name and Title Joseph Murray Fire Chief		24. Date Signed 10/1/2025	26. Name of Officer DWAYNE FITZGERALD CROSS	Date: 2025.09.30 18:16:52 -04'00'

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 693JK32540024PERG	PAGE	OF
		2	2

JAME OF OFFEROR OR CONTRACTOR
DEARBORN CITY

TEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	UEI: NY79MWUNAL37 Prepay Indicate: yes Delivery Location Code: PHMSA PHP-50 State Programs 1200 New Jersey Avenue, SE E21-321 Washington DC 20590 USA				
0022	City of Dearborn The Dearborn Fire Department requests funds for the Pipeline Emergency Response Unmanned Aerial Systems (UAS) Training Program that will train and certify ten firefighters to fly and operate UAS, otherwise known as drones. Once trained and certified, drones will be utilized by the fire department to respond to and/or assess pipeline emergencies, leaks, or other potential threats to the public. Obligated Amount: \$44,335.00 The obligated amount of award: \$44,335.00. The total for this award is \$44,335.00.				44,335.00



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Purchase for Emergency Supply Kit Items

DEPARTMENT: Fire & Economic Development, in conjunction with Purchasing

BRIEF DESCRIPTION: The Fire Department and Economic Development Department, in conjunction with Purchasing, recommend awarding a contract to Kerr Albert Office Supplies & Furniture for the purchase of items to create Emergency Supply kits.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Dearborn Fire Department is proposing to procure and warehouse, as a flooding response readiness measure, an inventory of flooding response kits to aid residents afflicted by flooding. These kits would be deployed as part of a flooding response for events resulting in property damage or other hazards to the health of residents in their homes or businesses.

This quote from Kerr Albert Office Supplies & Furniture, totaling \$149,665.00, outlines the bulk procurement of components for emergency disinfectant supply kits. Each kit appears designed for comprehensive clean-up and safety, featuring a 5-gallon bucket for storage; cleaning agents including bleach, Mr. Clean, and Dawn Original dish soap, various scrubbing tools such as a deck scrub brush and a tile and grout brush, and essential Personal Protective Equipment (PPE), specifically latex gloves and 3M N95 valved masks. Additionally, the kits include heavy-duty contractor garbage bags and scour pads for disposal and tough cleaning

FISCAL IMPACT:

- Award in the amount of \$150,000.00 financed by CDBG-DR
-

COMMUNITY IMPACT:

- 1,500 FLOOD KITS TO BE ASSEMBLED AND STORED FOR DEARBORN RESIDENTS AS PART OF THE CITY'S FLOODING RESPONSE INITIATIVE.
 - KITS WILL PROVIDE ESSENTIAL EMERGENCY SUPPLIES TO SUPPORT RESIDENTS IN MITIGATING DAMAGE AND RECOVERING MORE QUICKLY DURING FLOOD EVENTS, ENHANCING OVERALL COMMUNITY PREPAREDNESS AND RESILIENCE.
-

IMPLEMENTATION TIMELINE: Project will begin as soon as the contract is complete, pending City Council approval.

COMPLIANCE/PERFORMANCE METRICS: The Fire Department will receive and maintain the Emergency Supply Kits.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Purchase for Emergency Supply Kit Items
DATE: November 4, 2025

Budget Information

Project: Z77907, CDBG-DR Flood Kits
Total Approved Project Budget: \$150,000
Available Project Budget: \$150,000
Requested Amount: \$150,000
Funding Source: Community Development Block Grant, Disaster Recovery Project # Z77907 Flood Kits, Economic Development, Grant Administration, Operating Supplies
Supplemental Budget: N/A

Summary of Request

Purchasing, on behalf of the Fire and Economic Development Department, recommends the award of purchase for items to create Emergency Supply Kits to Kerr Albert Office Supply & Furniture, at a cost of \$150,000. This will be a one-time purchase.

It is respectfully requested that Council authorize the purchase. The resulting purchase order shall not be binding until fully executed. Immediate effect is requested.

Background and Justification

The flood kits are designed to provide residents with the tools and resources needed to respond quickly and safely in the event of a flooding emergency. Each kit would include gloves, cleaning supplies, and other essential items to help individuals and families manage water damage, protect their health, and begin cleanup efforts at their properties. In addition to supporting household-level preparedness, these kits would also assist City-led volunteer initiatives and first-responder recovery actions, ensuring that both residents and response teams are better equipped to address the immediate aftermath of a flooding event and restore affected areas more efficiently.

Procurement Process



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Purchasing solicited bids with process details as follows:

Process: Invitation to Bid
 Issue Date: September 9, 2025
 Deadline Date: September 24, 2025
 Vendors Solicited: 590
 Solicitations Obtained: 82
 Bids Received: 11

The bids were evaluated with the assistance of key staff from the Fire and Economic Development Department and are shown in the following bid summary:

BIDDER	LINE ITEMS AWARDED
Kerr Albert Office Supply & Furniture	\$205,080.00
Ave Solutions	\$211,821.35
SupplyDen Inc.	\$339,081.85
Agni Enterprise	\$156,495.00 – Incomplete Bid
C.W.Nowlin Enterprises	\$135,695.14 -Incomplete Bid
KSS enterprises	\$198,826.00 – Incomplete Bid
The Home Depot	\$186,707.08 – Incomplete Bid
Elite Janitorial	\$234,250.00 – Incomplete Bid
A Hug Away	\$265,275.00 – Incomplete Bid
Unipak Corp	\$26,925 – Incomplete Bid
TriDist	No Bid

The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

DocuSigned by:

Mark Rozinsky

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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

Joseph Murray

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Joseph Murray, Fire Chief

Signed by:

Regina Sistrunk

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Regina Sistrunk, Community
Development Compliance Officer

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Initial

MD

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Award of Contract for Construction Services for Fire Department Training and Emergency Management Facility

DEPARTMENT: Fire Department, In Conjunction with Purchasing

BRIEF DESCRIPTION: The City of Dearborn has completed phase 1 of the renovation plans for the old animal shelter to convert into a Training and Emergency Operations Management Facility for the Fire Department. An RFP was conducted for the construction services for phase 2 of the renovation. One proposal was received from Key Construction and determined to be the lowest and most responsive. The total cost for this Renovation is \$1,418,063 and a 5% contingency of \$70,903 is requested.

PRIOR COUNCIL ACTION: CR # 4-158-24 – Corporation Council be authorized to review and approve all necessary agreements with Wayne County Land bank associated with the BEP program \$500,000 grant.

CR # 11-567-24 – Award of contract for A&E Services for Fire Department Training & Emergency Management Facility to DiClemente and Siegel Design, Inc.

BACKGROUND: The City of Dearborn has been awarded a \$500,000 grant from the Wayne County Land Grant to fund the rehabilitation and renovation of the vacated animal shelter. The goal of this project is to convert the facility into a fire department office, training classroom, and emergency operations center. The Fire Department, in conjunction with Purchasing, is respectfully requesting Council to award a contract for Construction services to Key Construction which submitted the only lowest responsive and responsible bid. These services are needed to ensure the grant funds are spent appropriately and that the end result of this project will allow for the most efficient and effective use of the facility.

FISCAL IMPACT: \$1,418,063

COMMUNITY IMPACT: The goal of this project is to create a multi-use facility that would allow for a more collaborative workspace that will be shared by the various fire department divisions. This will result in improving the fire department's efficiency and effectiveness in carrying out its mission to provide the citizens of the City of Dearborn with the highest quality fire and emergency medical response services available.

IMPLEMENTATION TIMELINE: Once awarded the demo will begin as soon as the contract is executed.

COMPLIANCE/PERFORMANCE METRICS: The Fire Department will monitor the completion of this contract.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Award of Contract for Construction Services for Fire Department Training and Emergency Management Facility

DATE: November 4, 2025

Budget Information

Project:	K25025 – Fire State of Michigan Labor & Economic Grant
Total Approved Project Budget:	\$ 5,000,000
Available Project Budget:	\$ 4,145,829
Requested Amount:	\$ 1,418,063 (958,063 From Grant, 460,000 from Wayne County Land Bank)
Funding Source:	Facilities Fund, Fire, Capital Project Support, Construction Services, Construction Contractor
Supplemental Budget:	\$460,000 to be paid directly from the Wayne County Land Grant

Summary of Request

Purchasing, on behalf of the Fire Department, recommends the award of a contract for Construction Services for a Fire Department Training and Emergency Management Facility to Key Construction, which submitted the only lowest responsive and responsible bid.

It is respectfully requested that Council authorize the award. The resulting contract shall not be binding until fully executed.

Background and Justification

The City of Dearborn has been awarded \$500,000 from the Wayne County Land Bank to fund the rehabilitation and remodeling of the existing building located at 2651 Greenfield Rd. (vacated animal shelter) into a multi-use facility that will house several administrative offices, a training classroom, and an emergency operations center. To ensure that these grant funds are appropriately utilized, the Fire Department is requesting approval of the construction contract to Key Construction.

Approval of this award will maximize the use of space to meet the project's goal of increased workflow, efficiency, and readiness.

Procurement Process

Purchasing solicited bids with process details as follows:

Process: Request for Proposal

Issue Date: September 15, 2025



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Deadline Date: October 15, 2025

Vendors Solicited: 79

Solicitations Obtained: 8

Proposals Received: 1

The proposals were evaluated with the assistance of key staff from the Fire Department and are shown in the following bid summary:

BIDDER
Key Construction

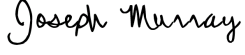
The procurement process was in accordance with the Procurement Ordinance and all internal policies and procedures. Cost estimates for this project were developed prior to the issuance of the Request for Proposals (RFP). The proposed costs submitted by Key Construction were below these pre-RFP estimates. A mandatory site visit was attended by eight (8) prospective vendors. Purchasing staff followed up with the registered vendors who did not submit a proposal. The primary reason cited for not bidding was the presence of too many unknowns within the project scope, which created an unacceptable level of risk. The Purchasing Division requests approval to proceed with the procurement.

Prepared By:

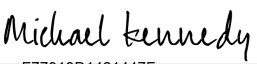
DocuSigned by:

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 Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

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 Joseph Murray, Fire Chief

Budget Approval:

DocuSigned by:

 F77919D1321447F...
 Michael Kennedy, Treasurer & Finance Director

Initial


Corporation Counsel Approval:

DocuSigned by:

 E7A573BA25E3460...
 Jeremy J. Romer, Corporation Counsel



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Amend Chapter 2, Division 7, Secs. 2-476 to 2-489 of the Code of Ordinances currently titled “Historic Preservation Ordinance.”

DEPARTMENT: Law

BRIEF DESCRIPTION: Amend and update the existing “Historic Preservation Ordinance” (aka Historic District Ordinance) to reflect changes in state law that regulate local governance of historic districts throughout the state.

PRIOR COUNCIL ACTION:

- The existing ordinance was adopted in 1998.
- Study sessions on amending the ordinance were held on 2/18/20, 7/13/20, 10/27/20, 12/16/20, 11/10/21, 2/21/24, 10/28/25
- The proposed ordinance was last presented to Council for consideration in 2021, but it did not have support at the time.

BACKGROUND: Preservation of historic properties and landmarks is controlled by the Local Historic Districts Act, PA 169 of 1970 (the “Act”). Local governments are authorized to adopt local preservation ordinance as long as they meet the requirements of the Act. The existing ordinance conflicts with some provisions of the Act. The proposed amendments bring the ordinance into compliance with state law and make the City eligible for the state Certified Local Government (“CLG”) program. The CLG program gives credibility to local preservation activities; promotes preservation activities consistent with national and state legislation and standards; makes property owners within recognized historic districts eligible for state and federal tax credits; and makes participating municipalities eligible for state and federal assistance, which includes technical assistance, survey planning, building consultations, and archaeological advice.

FISCAL IMPACT: Increased application and permit fees in connection with the requirements of historic preservation and regulation, with some potential offset of costs for residents based on state and federal tax incentives.

The City will also need to hire a Historic Preservation Coordinator, a position with specific experience and expertise in the area of historic preservation compliance that is common (and best practice) for municipalities with local preservation ordinances, to coordinate and oversee applications and approvals.

COMMUNITY IMPACT: Preservation of historically significant properties and landmarks. Potential increased costs for homeowners related to compliance requirements.

IMPLEMENTATION TIMELINE: This is an ordinance amendment and requires two readings to go into effect.

COMPLIANCE/PERFORMANCE METRICS:

**LAW****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Amendment of the City's "Historic Preservation Ordinance"

DATE: October 29, 2025

I. BACKGROUND

The Local Historic Districts Act, Act 169 of 1970 (the "Act"), regulates historic preservation throughout the state, and authorizes local governments to establish and maintain historic districts and resources within a municipality. Designation as a local historic district is one of the few ways local communities can provide legal protection for properties, structures, and locations that are significant in the history, architecture, engineering, or culture of their community, the state, or the country (i.e., are a "historic resource").

In order for a local historic district to receive legally enforceable protection, and qualify for additional benefits such as grant funding and tax credits, a local government must adopt a historic district ordinance that complies with the Act. The City's existing ordinance conflicts with current state law. The proposed amendments bring the City's ordinance into compliance with the Act, and makes the City eligible for the state Certified Local Government ("CLG") program, which is jointly administered by the National Park Service ("NPS") and State Historic Preservation Office ("SHPO"). Through the CLG program, both the City and future historic districts within the City may be eligible for additional benefits, which are discussed in more detail below.

II. PROPOSED AMENDMENTS

The proposed amendments do the following:

- Remove provisions of the existing ordinance that directly conflict with state law, such as the exemption for Springwells Park and Ford Historic Homes;
- Reformulate the ordinance and make it easier to navigate; and
- Include references to applicable provisions of the Act.

A copy of the amended ordinance is attached as **Exhibit 1** for review.

III. HISTORIC DISTRICT PROCESS

Under state law, Council's authority in historic district process is limited to the following:



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

- Creating, modifying and eliminating historic districts by ordinance
- Appointing members of a Historic District Study Commission (HSC)
- Confirming mayoral appointments to the Historic District Commission (HDC)
- Extending the time that an HSC has to prepare and submit a final report
- Accepting state and federal grants
- Acquiring and selling city-owned historic resources
- Giving the HDC additional powers that foster historic preservation activities, programs and projects
- Declaring emergency moratoriums on work within an established historic district

The first step in the process is the appointment of a Historic District Study Committee (“HSC”), which is done by the legislative body either by its own accord or by request. The HSC is responsible for:

- Researching a proposed district.
- Drawing boundary lines for the district.
- Drafting a report of the history/significance of the district.
- Holding a public hearing on their findings/report.
- Making a recommendation to Council whether to create a district.

A flowchart of the HSC process is attached as **Exhibit 2**.

The next step is to create a Historic District Commission (“HDC”), which oversees and regulates historic districts in the City. The HDC is responsible for the following:

- Review of plans for exterior work on properties (both historic and non-historic) within a historic district.
- This review is based on federal guidelines focused on size, massing and scale of proposed work.
- May delegate “minor work” to administrative city staff that does not impact the size or massing of the property or structure (e.g., window and door replacement, siding, masonry work, gutters/downspouts, awnings, etc.).

A flowchart of how a property owner applies for work within a district is attached as **Exhibit 3**.

IV. CERTIFIED LOCAL GOVERNMENT PARTICIPATION

As previously noted above, the proposed amendments make the City eligible for the CLG program, which is jointly administered by the NPS and SHPO. ¹ Benefits of the CLG program include the following:

- Technical assistance from SHPO;
- Building consultations with a historical architect from SHPO;
- Annual SHPO grant opportunities for rehabilitation, planning, documentation,

¹ A copy of the proposed ordinance was submitted to SHPO on 8/20/25 for pre-application review



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

and education projects;

- Access to National Park Service Historic Preservation Fund grants;
- Eligibility for state and federal tax credits.

V. CONCLUSION

Adoption of the proposed amended ordinance is recommended. The following documents are attached in support of this summary and memo:

- 1) Proposed amended ordinance
- 2) Flow-chart for establishing a historic district
- 3) Flow-chart for the application process for work within a historic district (i.e., the permit process)

Respectfully submitted,

DocuSigned by:

Bradley Mendelsohn

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BRADLEY J. MENDELSON
Deputy Corporation Counsel

APPROVAL/CONCURRENCE:

DocuSigned by:

Jeremy Romer

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JEREMY J. ROMER
Corporation Counsel

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 2, TITLED
"ADMINISTRATION," OF THE CODE OF ORDINANCES
OF THE CITY OF DEARBORN BY AMENDING DIVISION 7,
PERTAINING TO THE HISTORIC PRESERVATION
COMMISSION.**

THE CITY OF DEARBORN ORDAINS TO:

Amend Division 7 of the Code of the City of Dearborn by amending sections 2-476 to 2-490.3 to read as follows:

**DIVISION 7. - ~~HISTORIC DISTRICT ORDINANCE~~ HISTORIC
PRESERVATION COMMISSION**

Sec. 2-476. - Short title.

This Division 7, Secs. 2-476 to 2-490.9, shall be known as the "Historic District Ordinance of the City of Dearborn" Ordinance.

~~This division shall be known as the "Historic Preservation Commission Ordinance" of the city.~~

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

Sec. 2-477. - Purpose.

- a) Historic preservation is hereby declared to be a public purpose and the City Council may hereby regulate the construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the City limits.
- b) The purpose of this Ordinance is to:
 - 1. Safeguard the heritage of the City by preserving districts which reflect elements of its history, architecture, archaeology, engineering, and/or culture.
 - 2. Stabilize and improve property values in each district and surrounding areas.
 - 3. Foster civic beauty.
 - 4. Strengthen the local economy.
 - 5. Promote the use of historic districts for the education, pleasure and welfare of the citizens of the City and of the State of Michigan, and to visitors.

- ~~c) The City may by ordinance establish one or more historic districts. The historic district(s) shall be administered by the Historic District Commission pursuant to this Ordinance.~~

~~The purpose of this division is to:~~

- ~~—(1) Safeguard the heritage of the city by preserving districts that reflect elements of its cultural, social, economic, political or architectural history, and to preserve historic landmarks.~~
- ~~—(2) Stabilize and improve property values in such districts.~~
- ~~—(3) Foster civic beauty.~~
- ~~—(4) Strengthen the local economy.~~
- ~~—(5) Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city, and visitors to the city.~~

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.202

Sec. 2-478. - Definitions.

- a) For the purpose of this Ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning:
1. *Act* means the Michigan Local Historic Districts Act, being Public Act 169 of 1970, MCL 399.201 *et seq.*, as amended.
 2. *Alteration* means work that changes the detail of a resource but does not change its basic size or shape.
 3. *Certificate of appropriateness* means the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.
 4. *Commission* means the Historic District Commission of the City of Dearborn.
 5. *Demolition* means the razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.
 6. *Demolition by Neglect* means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.
 7. *Denial* means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.
 8. *Fire Alarm System* means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke

9. *Historic District* means an area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture.
10. *Historic Preservation* means the identification, evaluation, establishment, and protection of resources significant in history, architecture, archaeology, engineering or culture.
11. *Historic Resource* means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of the City of Dearborn, State of Michigan, or of the United States.
12. *Notice to Proceed* means the written permission to issue a permit for work that is inappropriate and that adversely affects a resource pursuant to a finding under MCL 399.205(6) of Public Act 169 of 1970, as amended.
13. *Open Space* means undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.
14. *Ordinary Maintenance* means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this division.
15. *Proposed Historic District* means an area or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.
16. *Repair* means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purpose of this division.
17. *Resource* means one or more publicly or privately owned historic or non-historic building, structure, site, object, feature, or open space located within a historic district.
18. *Smoke Alarm* means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this division, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding device into a single unit, operated from a power supply either in the unit or obtained at the point of

installation. "Multiple-station alarm" means two or more single-station alarms that are capable of interconnection such that actuation of one alarm causes all integrated separate audible alarms to operate.

19. *Standing Committee* means a permanent body established by the City Council to conduct the activities of the Historic District Study Committee on a continuing basis.

20. *Work* means construction, addition, alteration, repair, moving, excavation or demolition.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.201

~~Sec. 2-478. — Exception.~~

~~—The provisions of this division shall not apply to the historic district designations in effect on the date of enactment of this division. For reference, the historic districts not covered by this division are:~~

- ~~—(1) Springwells Park Historic District; and~~
- ~~—(2) Ford Homes Historic District.~~

~~Sec. 2-479. — Definitions.~~

~~—As used in this division:~~

~~—Alteration means work that changes the detail of a resource but does not change its basic size or shape.~~

~~—Bureau means the Bureau of History of the Michigan Department of State.~~

~~—Certificate of appropriateness means the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.~~

~~—Commission means the historic preservation commission, which is the name the city of dearborn has chosen to identify the "historic district commission" it has established pursuant to authorization of state law, MCL 399.201 et. seq. For purposes of this division and all other purposes, the term "historic preservation commission" shall be deemed to mean the "historic district commission" of the city.~~

~~—Committee means a historic district study committee appointed by the mayor.~~

~~—Demolition means the razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.~~

~~—Demolition by neglect means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.~~

~~—Denial means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.~~

~~—Historic district means an area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture. A historic landmark as defined below shall be considered a historic district for purposes of this division and state law.~~

~~—Historic landmark means any site, building, structure or object significant in history, architecture, archaeology and culture. A historic landmark is a historic district under the meaning described above that contains only one resource.~~

~~—Historic preservation means the identification, evaluation, establishment, and protection of resources significant in history, architecture, archaeology, engineering or culture.~~

~~—Historic resource means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this state, or a community within this state, or of the United States.~~

~~—Notice to proceed means the written permission to issue a permit for work that is inappropriate and that adversely affects a resource pursuant to a finding under subsection 2-481(6).~~

~~—Open space means undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.~~

~~—Ordinary maintenance means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this division.~~

~~—Proposed historic district means an area or group of areas not necessarily having contiguous boundaries that has delineated boundaries and that is under review by a committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.~~

~~—Repair means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purpose of this division.~~

~~—Resource means one or more publicly or privately owned historic or non historic building, structure, site, object, feature, or open space located within a historic district.~~

~~—Work means construction, addition, alteration, repair, moving, excavation or demolition.~~

~~(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)~~

Sec. 2-479. - Historic District Study Committee and Study Committee Report.

- a) Before establishing, modifying, or eliminating a historic district(s), the City Council shall appoint a Historic District Study Committee.
- b) A Committee shall consist of no less than three (3) and no more than seven (7). A majority of the persons appointed to the Committee shall have a clearly demonstrated interest in or knowledge of historic preservation. The Committee shall contain representation of at least one member appointed from one or more duly organized local historic preservation organizations.
- c) The Committee shall do all of the following:
 1. Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the State

2. Conduct basic research of each proposed historic district and historic resources located within that district.
3. Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the United State Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 CFR part 60, and criteria established or approved by the State Historic Preservation Office, if any.
4. Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:
 - a. The charge of the Committee.
 - b. The composition of Committee membership.
 - c. The historic district(s) studied.
 - d. The boundaries of each proposed historic district in writing and on maps.
 - e. The history of each proposed historic district.
 - f. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
 - g. Transmit copies of the preliminary report for review and recommendations to the Planning Commission, the State Historic Preservation Office, the Michigan Historical Commission, and the State Historic Preservation Review Board.
 - h. Make copies of the preliminary report available to the public pursuant to Section 399.204(4) of Public Act 169 of 1970, as amended.
5. Not less than sixty (60) calendar days after the transmittal of the preliminary report, the Historic District Study Committee shall hold a public hearing in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended. Public notice of the time, date, and place of the hearing shall be given in the manner required by Public Act 267. Written notice shall be mailed by first class mail not less than fourteen (14) calendar days prior to the hearing to the owners of properties within the proposed historic district, as listed on the most current tax rolls of the city assessor. An audio recording of the public hearing shall be maintained by the Committee. The report shall be made available to the public in compliance with Public Act

6. After the date of the public hearing, the Committee and the City Council have not more than one year, unless otherwise authorized by the City Council, to take the following actions:
 - a. The Committee shall prepare and submit a final report, including an audio recording of the public hearing, with its recommendations and the recommendations, if any, of the Planning Commission to the City Council as to the establishment of a Historic District(s). If the recommendation is to establish a Historic District(s), the final report shall include a draft of the proposed ordinance(s).
 - b. After receiving a final report that recommends the establishment of a Historic District(s), the City Council, at its discretion, may introduce and pass or reject an ordinance(s). If the City Council passes an ordinance(s) establishing one or more Historic Districts, the City Clerk shall file a copy of the ordinance(s), including a legal description of the property or properties located within the Historic District(s) with the Wayne County Register of Deeds.
 - c. The City Council shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition. For purposes of determining a majority, there shall be one vote per parcel.
7. A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.203

~~Sec. 2-484. Historic district study committee.~~

~~—(1) The city council may, by ordinance, establish one or more historic districts and historic landmarks. The commission established by this division shall administer the historic districts and landmarks. Before establishing, modifying, or eliminating a historic district or historic landmark, a study complying with this section, including reports and hearings, shall be conducted by a historic district study committee appointed by the city council. A historic district study committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation and shall contain representation from one or more duly organized local historic preservation organizations. The committee shall do all of the following:~~

~~—(a) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the bureau.~~

~~—(b) Conduct basic research on each proposed historic district and the historic resources located within that district.~~

~~—(c) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of the historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the national register of historic places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the bureau, if any.~~

~~—(d) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:~~

- ~~—i. The charge of the committee.~~
- ~~—ii. The composition of the committee membership.~~
- ~~—iii. The historic district or districts studied.~~
- ~~—iv. The boundaries for each proposed historic district in writing and on maps.~~
- ~~—v. The history of each proposed historic district.~~
- ~~—vi. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district relative to the evaluation criteria.~~

~~—(e) Transmit copies of the preliminary report for review and recommendations to the city planner, the bureau, the michigan historical commission, and to the state historic preservation review board.~~

~~—(f) Make copies of the preliminary report available to the public pursuant to subsection (4).~~

~~—(2) Not less than 60 calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with the Open Meetings Act, MCL 15.261 et. seq. Public notice of the time, date, and place of the hearing shall be given in the manner required by the Open Meetings Act. Written notice shall be mailed by first class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district as listed on the tax rolls of the city assessor. An audio record of the public hearing shall be maintained by the committee.~~

~~—(3) After the date of the public hearing, the committee and the city council shall have not more than one year, unless otherwise authorized by the city council, to take the following actions:~~

~~—(a) The committee shall prepare and submit a final report, including an audio record of the public hearing, with recommendations and the recommendations, if any, of the city planner to the city council. If the recommendations is to establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.~~

~~—(b) After receiving a final report that recommends the establishment of a historic district or districts, the city council, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the city council passes an ordinance or ordinances establishing one or more historic districts, the city clerk shall file a copy of the ordinance or ordinances, including legal description of the property or properties located within the historic district or districts with the Wayne County Register of Deeds. The city council shall not pass an ordinance establishing a historic district less than 60 days after a majority of the property owners within the proposed historic district as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition. However, such a petition shall not be a prerequisite to the~~

~~establishing, modifying, or eliminating a historic district or historic landmark, as the city council in its discretion deems advisable.~~

~~(4) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the Michigan Freedom of Information Act, MCL 15.231 et. seq.~~

Sec. 2-480. - Establishing additional, modifying, or eliminating historic districts.

- a. City Council may at any time establish by ordinance additional historic districts, including proposed districts previously considered and rejected, may modify boundaries of an existing historic district, or may eliminate an existing historic district.
- b. Before establishing, modifying, or eliminating a historic district, a Historic District Study Committee appointed by the City Council shall follow the procedures as stated in Section 2-479 of this Ordinance, Section 399.203 (1-3) of Public Act 169 of 1970, as amended. To conduct these activities, the City Council may retain the initial Committee, establish a standing Committee, or establish a new Committee to consider only specified proposed districts and then be dissolved. The Committee shall consider any previously written committee reports pertinent to the proposed action.
- c. In considering elimination of a historic district, a Committee shall follow the procedures set forth in Section 2-479 of this Ordinance, Section 399.203 of Public Act 169 of 1970, as amended, for the issuance of a preliminary report, holding a public hearing, and issuing a final report but with the intent of showing one or more of the following:
 1. The historic district has lost those physical characteristics that enabled establishment of the district
 2. The historic district was not significant in the way previously defined.
 3. The historic district was established pursuant to defective procedures.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.214

Sec. 2-485. — Historic districts.

~~(1) The city council may at any time establish by ordinance historic districts and landmarks, including proposed districts and landmarks previously considered and rejected, may modify boundaries of an existing historic district or landmark, or may eliminate an existing historic district or landmark. Before establishing, modifying, or eliminating a historic district or landmark, a historic district study committee appointed by the city council shall, except as provided in subsection (2), comply with the procedures set forth in section 2-484 and shall consider previously written committee reports pertinent to the proposed action.~~

~~(2) If considering elimination of a historic district or landmark, a committee shall follow the procedures set forth in section 2-484 for issuing a preliminary report holding a public hearing and issuing a final report but with the intent of showing one or more of the following:~~

~~—(a) The historic district has those physical characteristics that enabled establishment of the district.~~

~~—(b) The historic district was not significant in the way previously defined.~~

~~—(c) The historic district was established pursuant to defective procedures.~~

~~—(3) Upon receipt of substantial evidence showing the presence of historic architectural, archaeological, engineering, or cultural significance of a proposed historic district, the city council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the commission. The commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the city council approves or rejects the establishment of the historic district by ordinance, whichever comes first.~~

~~—(4) If the city council determines that pending work will cause irreparable harm to resources located within an established historic district or a proposed historic district, the city council may, by resolution, declare an emergency moratorium of all such work for a period not to exceed six months. The city council may extend the emergency moratorium for an additional period not to exceed six months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.~~

~~Sec. 2-486. -- Historic landmark roster.~~

~~—The commission shall maintain a roster of historic landmarks and historic sites, which shall include a description of the characteristics of the historic landmark or historic site which justifies its designation, and a description of the particular features that should be preserved, and shall include the location and boundaries of the historic landmark or historic site.~~

Sec. 2-481. – The Historic District Commission.

- a) The City Council may establish by ordinance a Commission to be called the Historic District Commission. The Commission may be established at any time, but not later than the time the first historic district is established.
- b) Each member of the Commission shall reside within the City limits. The Commission shall consist of seven (7) to nine (9) members. Members shall be appointed by the Mayor and subject to confirmation by the City Council, and shall serve without compensation. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members shall be appointed for a term of three (3) years, except the initial appointments of three (3) members for a term of two (2) years and two (2) members for a term of one year. Subsequent appointments shall be for three-year terms. Members shall be eligible for reappointment. In the event of a vacancy on the Commission, interim appointments shall be made by the Mayor and subject to confirmation by the City Council within sixty (60) calendar days to complete the unexpired term of such position. If available, one member shall be a graduate of an accredited school of

architecture who has two years of architectural experience or who is an architect duly registered in the state. Two (2) members shall be appointed from a list submitted by duly organized local historic preservation organizations.

- c) A person or representative of a person shall be entitled to appear at any public meeting of the Commission and be heard on any matter before the commission before it reaches a decision.
- d) The City Council may prescribe powers and duties of the Commission, in addition to those prescribed by this Ordinance, that foster historic preservation activities, projects, and programs in the City.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.204; 399.213

~~Sec. 2-480. — Historic preservation commission.~~

~~—The historic preservation commission is hereby established. It shall consist of seven members who reside in the city. The mayor shall appoint members for three-year terms except the initial appointments of some of the members shall be for less than three years so that the initial appointments are staggered and that subsequent appointments do not recur at the same time. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members shall serve without compensation and shall be eligible for reappointment. In the event of a vacancy on the commission, interim appointments shall be made by the mayor within 60 calendar days to complete the unexpired term of such position. One member shall be a graduate of an accredited school of architecture who has two years of architectural experience or who is an architect duly registered in the state. Two members shall be members of a recognized historical preservation organization. A person or representative of a person shall be entitled to appear at any public meeting of the commission and be heard on any matter before the commission before it reaches a decision. The commission shall meet monthly or more frequently at the call of the chairman.~~

Sec. 2-482. —Historic District Commission meetings, recordkeeping, and rules of procedure; other duties.

- a) The Historic District Commission shall meet at least quarterly, or more frequently at the call of the Commission.
- b) The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended. Public notice of the date, time, and place of the meeting shall be given in the manner required by Public Act 267. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the Commission.
- c) The Commission shall keep a record of its resolutions, proceedings, and actions, including an audio record of all public hearings. A writing prepared, owned, used, in the possession of, or retained by the Commission in performance of an official function shall be made available to the public in compliance with the Michigan

Freedom of Information Act, Public Act 442 of 1976, as amended.

- d) The Commission shall adopt its own rules of procedures and shall adopt design review standards and guidelines for recourse treatment to carry out its duties in accordance with this division.
- e) Establish such policies, rules and regulations as it deems necessary to administer its duties as herein provided. These include, but are not limited to:
 - 1. Assisting and collaborating in studies and programs designed to identify and evaluate structures, sites and areas worthy of preservation.
 - 2. Consulting with and consider the ideas and recommendations of civic groups, public agencies, and citizens interested in historic preservation.
 - 3. With proper court authority, inspecting and investigating structures, sites and areas which it has reason to believe worthy of preservation.
 - 4. Disseminating information to the public concerning those structures, sites and areas deemed worthy of preservation, and may encourage and advise property owners of the protection, enhancement, perpetuation and use of landmarks, historic sites, and other officially recognized property of historic interest, consider methods other than those provided for in this division for encouraging and achieving historic preservation, and make appropriate recommendations to the city council and other bodies and agencies, both public and private.

Sec. 2-488. — Other duties.

~~The commission may:~~

- ~~—(1) Assist and collaborate in studies and programs designed to identify and evaluate structures, sites and areas worthy of preservation.~~
- ~~—(2) Consult with and consider the ideas and recommendations of civic groups, public agencies, and citizens interested in historic preservation.~~
- ~~—(3) Inspect and investigate structures, sites and areas which it has reason to believe worthy of preservation.~~
- ~~—(4) Disseminate information to the public concerning those structures, sites and areas deemed worthy of preservation, and may encourage and advise property owners of the protection, enhancement, perpetuation and use of landmarks, historic sites, and other officially recognized property of historic interest.~~
- ~~—(5) Consider methods other than those provided for in this division for encouraging and achieving historic preservation, and make appropriate recommendations to the city council and other bodies and agencies, both public and private.~~
- ~~—(6) Establish such policies, rules and regulations as it deems necessary to administer its duties as herein provided.~~

Sec. 2-483. – Delegation of minor classes of work

- a) The Commission may delegate the issuance of Certificates of Appropriateness for specified minor classes of work to its staff or the Department of Economic Development.
- b) The Commission shall provide the Department of Economic Development with specific written standards for issuing Certificates of Appropriateness under this subsection.
- c) On at least a quarterly basis, the Commission shall review the Certificates of Appropriateness, if any, issued by the Department of Economic Development to determine whether or not the delegated responsibilities should be continued.
- d) The Department of Economic Development may charge a reasonable fee to process a permit application for delegated minor classes of work.

Sec. 2-484. – Ordinary maintenance and construction of division

Nothing in this division shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by City's Building Official or other duly delegated authority before this division was enacted.

State law reference – MCL 399.210

Sec. 2-485. – Review by the Commission

- a) The Commission shall review and act upon only exterior features of a resource and, except for noting compliance with the requirement to install a fire alarm system or a smoke alarm, shall not review and act upon interior arrangements unless specifically authorized to do so by City Council or unless interior work will cause visible change to the exterior of the resource.
- b) The Commission shall not disapprove an application due to considerations not prescribed in Section 2-486 of this Ordinance and MCL 399.205 (3) of Public Act 169 of 1970, as amended.

Sec. 2-486. – Design review standards and guidelines

- a) In reviewing plans, the Commission shall follow the U.S. Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* ("Standards and Guidelines") as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of the Interior's *Standards and Guidelines* and are established or approved by the State Historic Preservation Office.

b) in reviewing plans, and in addition to the standards set forth in the preceding, subsection (a), the Commission shall also consider all of the following:

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
2. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
3. The general compatibility of the design, arrangement, texture, and materials proposed to be used.
4. Other factors, such as aesthetic value, that the Commission finds relevant.
5. Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRosset-Hale single state construction code act, 1972 PA 23, MCL 125.1501 to 125.1531.

Sec. 2-487. – Permit applications

- a) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district.
- b) The person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do work shall file an application for a permit with the Building Official or their designee. Upon receipt of a complete application the Building Official shall immediately refer the application, along with all required supporting materials that make the application complete to the Commission. A permit shall not be issued and proposed work shall not proceed until the Commission has acted on the application by issuing a Certificate of Appropriateness or a Notice to Proceed as prescribed in this Ordinance. A Commission shall not issue a Certificate of Appropriateness unless the applicant certifies in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRosset-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1532.
- c) The Commission shall file Certificates of Appropriateness, Notices to Proceed, and Denials of applications for permits with the Building Official. A permit shall not be issued until the Commission has acted as prescribed by this Ordinance.
- d) If an application is for work that will adversely affect the exterior of a resource the Commission considers valuable to the City of Dearborn, the State of Michigan, or the nation, and the Commission determines that the alteration or loss of that resource will adversely affect the public purpose of the City, state, or nation, the Commission shall attempt to establish with the owner of the resource an economically feasible plan for the preservation of the resource.

e) ~~The failure of the Commission to act on an application within sixty (60) calendar days after the date a complete application is filed with the Commission, unless an extension is agreed upon in writing by the applicant and the Commission, shall be considered to constitute approval.~~

f) ~~The Commission may charge a reasonable fee to process a permit application.~~

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

~~Sec. 2-481. -- Permits.~~

~~—(1) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district or, if required under subsection (4), work affecting the interior arrangements of a resource, is performed within a historic district. The person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do the work shall file an application for a permit with the building and safety department. Upon receiving an application, the building and safety department shall immediately forward to the commission the application and all supporting materials. A permit shall not be issued and proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed.~~

~~—(2) An applicant aggrieved by a decision of the commission concerning a permit application may file an appeal with the State Historic Preservation Review Board of the Michigan Historical Commission within the department of state. The appeal shall be filed within 60 days after the decision is furnished to the applicant. The appellant may submit all or part of the appellant's evidence and arguments in written form. The review board shall consider an appeal at its first regularly scheduled meeting after receiving the appeal, but may not charge a fee for considering an appeal. The review board may affirm, modify, or set aside a commission's decision and may order a commission to issue a certificate of appropriateness or a notice to proceed. A permit applicant aggrieved by the decision of the state historic preservation review Board may appeal the decision to the Wayne County Circuit Court.~~

~~—(3) In reviewing plans, the commission shall follow the U.S. Secretary of the Interior's Standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the secretary of interior's standards and guidelines and are established or approved by the bureau. The commission shall also consider all of the following:~~

~~—(a) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.~~

~~—(b) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.~~

~~—(c) The general compatibility of the design, arrangement, texture, and materials proposed to be used.~~

~~—(d) Other factors, such as aesthetic value, that the commission finds relevant.~~

~~—(4) The commission shall review and act upon only exterior features of a resource that are visible from the public right of way and shall not review and act upon interior arrangements unless interior work will cause visible change to the exterior of the~~

~~resource as seen from the public right of way. The commission shall not disapprove an application due to considerations not prescribed in subsection (3).~~

~~—(5) If an application is for work that will adversely affect the exterior of a resource the commission considers valuable to the city, state, or nation, and the commission determines that the alteration or loss of that resource will adversely affect the public purpose of the city, state, or nation, the commission shall attempt to establish with the owner of the resource an economically feasible plan for preservation of the resource.~~

~~—(6) Work within a historic district or on a historic landmark shall be permitted through the issuance of a notice to proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:~~

~~—(a) The resource constitutes a hazard to the safety of the public or to the structure's occupants.~~

~~—(b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.~~

~~—(c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.~~

~~—(d) Retaining the resource is not in the interest of the majority of the community.~~

~~—(7) The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the Open Meetings Act, MCL 15.261 et. seq. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the commission.~~

~~—(8) The commission shall keep a record of its resolutions, proceedings, and actions. A writing prepared, owned, used, in the possession of, or retained by the commission in performance of an official function shall be made available to the public in compliance with the Michigan Freedom of Information Act, MCL 15.231 et. seq.~~

~~—(9) The commission shall adopt its own rules of procedures and shall adopt design review standards and guidelines for recourse treatment to carry out its duties in accordance with this division.~~

~~—(10) The commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to the building and safety department. The commission shall provide the building and safety department with specific written standards for issuing certificates of appropriateness under this subsection. On at least a quarterly basis, the commission shall review the certificates of appropriateness, if any, issued by the building and safety department to determine whether or not the delegated responsibilities should be continued.~~

~~—(11) Upon a finding by the commission that a historic resource within a historic district or a proposed historic district subject to its review and approval or a historic landmark is threatened with demolition by neglect, the commission may do either of the following:~~

~~—(a) Require the owner of the resource to repair all conditions contributing to the demolition by neglect.~~

~~—(b) If the owner does not make repairs within a reasonable time, the commission or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be~~

~~reviewed by the city council as a special assessment against the property. The commission or its agents may enter the property for purposes of this section upon obtaining an order from the Wayne County Circuit Court.~~

~~—(12) When work has been done upon a resource without a permit and the commission finds that the work does not qualify for a certificate of appropriateness, the commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirements within a reasonable time, the commission may seek an order from the Wayne County Circuit Court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the city council as a special assessment against the property. When acting pursuant to an order of the Wayne County Circuit Court, the commission or its agents may enter a property for the purposes of this section.~~

~~—(13) The commission shall file certificates of appropriateness, notices to proceed and denials of applications for permits with the building and safety department. A permit shall not be issued until the commission has acted as prescribed by this division. If a permit application is denied, the decision shall be binding on the building and safety department. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's right of appeal to the state historic preservation review board and to the Wayne County Circuit Court. The failure of the commission to act within 60 days after the date a complete application is filed with the commission, unless the applicant and the commission agree upon an extension in writing, shall be considered to constitute approval.~~

~~—(14) Nothing in this division shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by the building and safety department before this division was enacted.~~

Sec. 2-488. – Denials

If a permit application is denied, the decision shall be binding on the Building Official and Department of Economic Development. A Denial shall be accompanied with a written explanation by the Commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for Commission review when the suggested changes have been made. The Denial shall also include the notification of the applicant's right of appeal to the State Historic Preservation Review Board and to the circuit court of Wayne County.

Sec. 2-489. – Notice to proceed

- a) Work within a historic district shall be permitted through the issuance of a Notice to Proceed by the Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Commission to be

necessary to substantially improve or correct any of the following conditions:

1. The resource constitutes a hazard to the safety of the public or to the structure's occupants.
2. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
3. Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
4. Retaining the resource is not in the interest of the majority of the community.

Sec. 2-490. – Appeal of a Commission decision

- a) An applicant aggrieved by a decision of the Commission concerning a permit application may file an appeal with the State Historic Preservation Review Board. The appeal shall be filed within sixty (60) calendar days after the decision is furnished to the applicant. The appellant may submit all or part of the appellant's evidence and arguments in written form. The State Historic Preservation Review Board shall consider an appeal at its first regularly scheduled meeting after receiving the appeal. A permit applicant aggrieved by the decision of the State Historic Preservation Review Board may appeal the decision to the circuit court of Wayne County.
- b) Any citizen or duly organized historic preservation organization in the City, as well as resource property owners, jointly or severally aggrieved by a decision of the Commission, may appeal the decision to the circuit court of Wayne County, except that a permit applicant aggrieved by a decision of the Commission may not appeal to the court without first exhausting the right to appeal to the State Historic Preservation Review Board.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.211

~~Sec. 2-483. – Right of appeal.~~

~~Pursuant to MCL 399.211, any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the commission may appeal the decision to the circuit court, except that a permit applicant aggrieved by a decision of the commission may not~~

~~appeal to the court without first exhausting the right to appeal to the state historic preservation review board pursuant to MCL 399.205(2).~~

Sec. 2-490.1. – Work without a permit

- a) When work has been done upon a resource without a permit and the Commission finds that the work does not qualify for a Certificate of Appropriateness, the Commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a Certificate of Appropriateness.
- b) If the owner does not comply with the restoration or modification requirements within a reasonable time, the Commission may seek an order from the circuit court of Wayne County to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a Certificate of Appropriateness. If the owner does not comply or cannot comply with the order of the court, and upon notice to the property owner and/or tenant, the Commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a Certificate of Appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the City of Dearborn as a special assessment against the property.
- c) When acting pursuant to an order of the circuit court of Wayne County, and upon notice to the property owner and/or tenant, the Commission or its agents may enter a property for the purposes of this section.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.205, MCL 399.211

Sec. 2-490.2 – Demolition by neglect

- a) Upon a finding by the Commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with demolition by neglect, the Commission may do either of the following:
 - 1. Require the owner of the resource to repair all conditions contributing to the demolition by neglect.
 - 2. If the owner does not make repairs within a reasonable time, the Commission or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the City of Dearborn as a special assessment against the property. The Commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court of Wayne County.

Sec. 2-490.3 – Review of work in proposed districts

Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering, or cultural significance of a proposed historic district, the City Council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the Historic District Commission as prescribed in Section 2-487 of this Ordinance. The Historic District Commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the City Council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.

Sec. 2-490.4 – Emergency moratorium

- a) If the City Council determines that pending work will cause irreparable harm to resources located within an established or proposed historic district, the City Council may, by resolution, declare an emergency moratorium of all such work for a period not to exceed six (6) months.
- b) The City Council may extend the emergency moratorium for an additional period not to exceed six (6) months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

Sec. 2-490.5. – Penalties for violations and enforcement.

- a) Enforcement of this division shall be the responsibility of Department of Economic Development, or other duly delegated authority.
- b) A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this division is responsible for a civil infraction and may be fined not more than \$5,000.00 for each violation.
- c) A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this division may be ordered by the court to pay costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated, or demolished, and attorney fees for the enforcement of this division.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.215

~~Sec. 2-489. – Violations of division.~~

- ~~(1) A person who violates this division is guilty of a misdemeanor.~~
- ~~(2) In addition to the foregoing, a person who violates this division may also be adjudged responsible for a violation of the state "Local Historic District Act," MCL~~

~~399.201 et. seq., and may be subject to the civil penalties and remedies provided for in section 15 thereof.~~

Sec. 2-490.6. - Acceptance of gifts, grants, and programs.

The City Council may accept state or federal grants for historic preservation purposes; may participate in state and federal programs that benefit historic preservation; and may accept public or private gifts for historic preservation purposes. The City Council may appoint the Historic District Commission to accept and administer grants, gifts, and program responsibilities.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

State law reference – MCL 399.206

~~Sec. 2-482. – Acceptance of gift or grant.~~

~~—The city council may accept state or federal grants; may participate in state and federal programs that benefit historic preservation; may accept public or private gifts for historic preservation purposes; and may appoint the commission to administer on its behalf grants and gifts for the purpose herein provided. The director of finance shall be custodian of the funds of the commission and the secretary or other officer designated by the commission shall certify authorized expenditures to the director of finance. The commission shall annually report to the city council any money it shall receive or expend.~~

Sec. 2-490.7 - Advice and guidance to property owners.

The Commission, upon request of any property owner, shall render advice and guidance with respect to any proposed work within an established historic district or on an established historic resource. In rendering such advice and guidance, the Commission will be guided by the purposes and standards set forth in this Ordinance. Such advice and guidance shall be provided at a public hearing in compliance with the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 et. seq.

(Ord. No. 98-747, 11-17-98; Ord. No. 99-791, 9-21-99)

~~Sec. 2-487. – Advice and guidance to property owners.~~

~~—The commission, upon request of any property owner, shall render advice and guidance with respect to any proposed work on a designated landmark site or any designated historic district. In rendering such advice and guidance, the commission will be guided by the purposes and standards set forth in the division.~~

Sec. 2-490.8 – Acquisition of historic resources.

If all efforts by the Commission to preserve a resource fail, or if it is determined by the City Council that public ownership is most suitable, the City Council, if considered to be in the public interest, may acquire the resource using public funds, public or private gifts, grants, or proceeds from the issuance of revenue bonds. The acquisition

shall be after receipt and consideration by City Council of the recommendation of the Commission. The Commission is responsible for recommending standards for maintaining publicly owned resources to the Mayor and City Council. After receipt and consideration of the recommendation of the Commission, the City Council may sell resources acquired under this section with or without protective easements included in the property transfer documents, if appropriate.

State law reference – MCL 399.207

Sec. 2-490.9 - County historic district commission; coordination with municipality

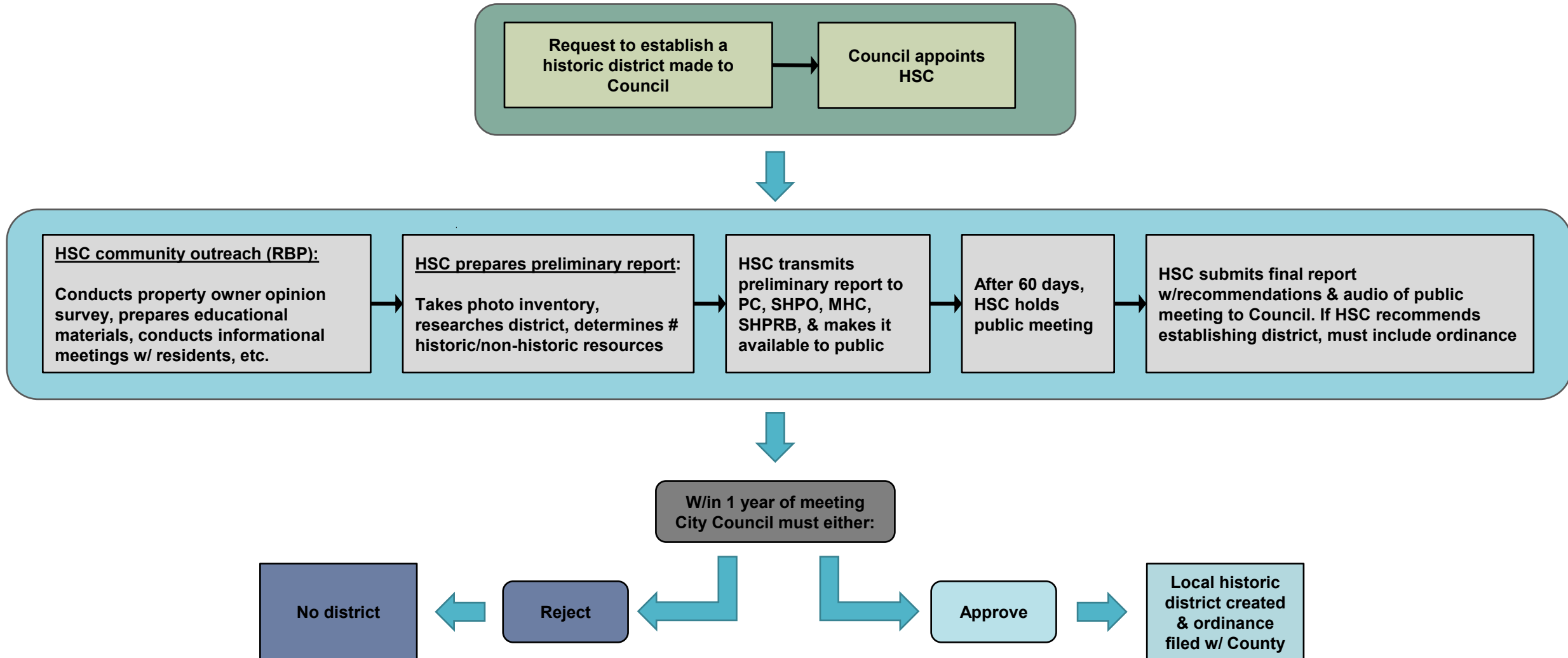
The jurisdiction of a county shall be the same as that provided in Act No. 183 of the Public Acts of 1943, as amended, being sections 125.201 to 125.232 of the Michigan Compiled Laws, or as otherwise provided by contract entered into between the county and the City. If a county historic district commission is in existence, coordination between the county historic district commission and City Commission shall be maintained. The overall historic preservation plans of the City shall be submitted to the county historic district commission for review, and county plans submitted to the Commission for the City. Day-to-day activities of the Commission shall not be reviewed unless the activities affect resources of importance to another commission.

State law reference – MCL 399.208

~~Sec. 2-490. -- Reserved.~~

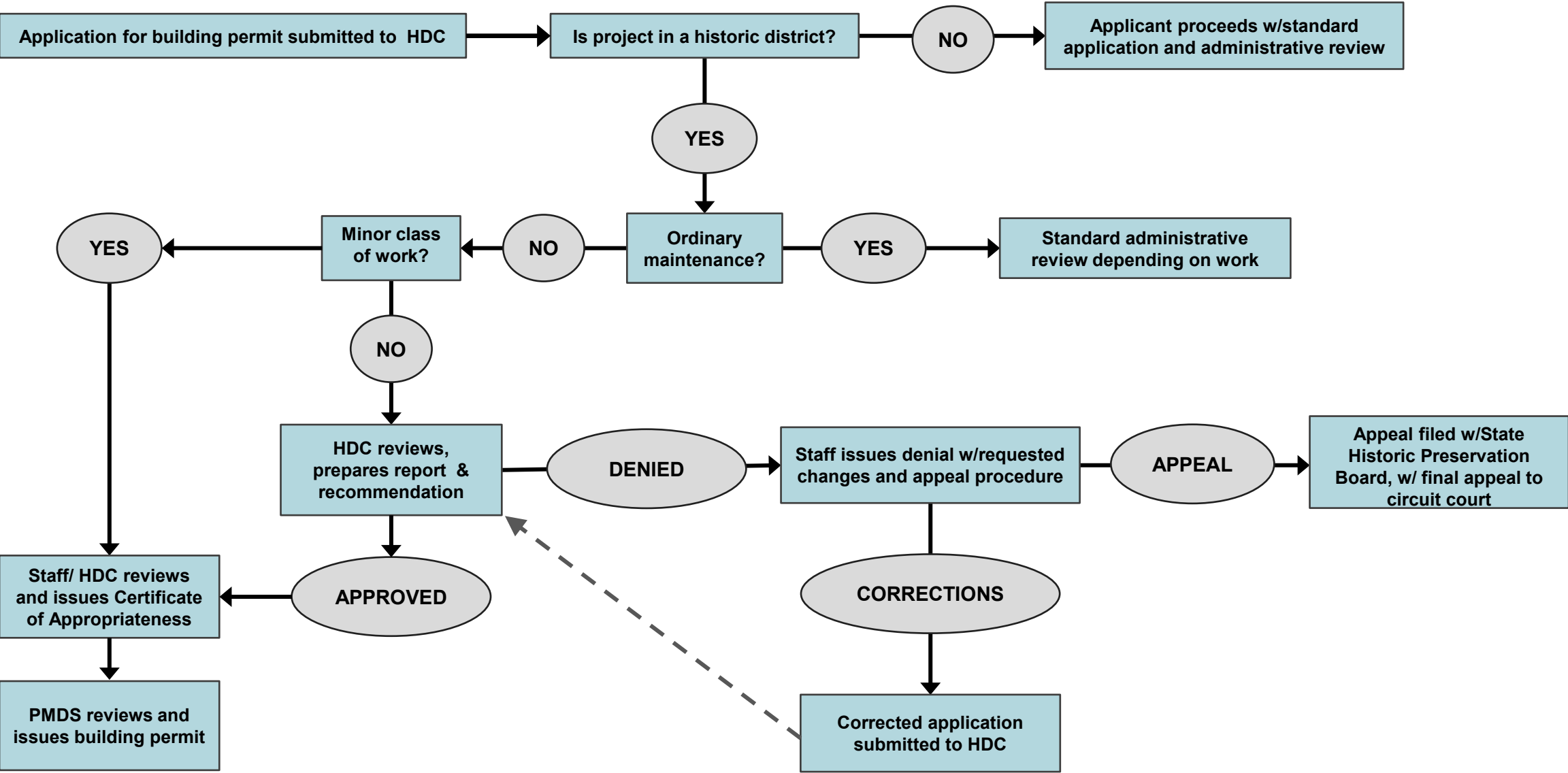
Establishing a District

EXHIBIT 2



Application Process for Work in Historic District

EXHIBIT 3





FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of contract for Property and Boiler and Machinery Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor with Brown and Brown (broker) through Travelers Property Casualty Company of America (carrier).

DEPARTMENT: Legal

BRIEF DESCRIPTION: The Legal Department recommends the purchase of Property and Boiler and Machinery Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor from Brown and Brown (broker) through Travelers Property Casualty Company of America, the City's current Property and Boiler and Machinery Insurance carrier. The cost to add the two buildings to the City's existing Property and Boiler and Machinery Insurance policies will be \$45,438 for the period from 12/1/2025 through 6/30/2026. After 6/30/26, the Property and Boiler and Machinery Insurance for the two buildings will be included in the annual renewals of the City's existing Property and Boiler and Machinery Insurance policies.

PRIOR COUNCIL ACTION: CR 11-618-22 approved the City's current Commercial General Liability and Property Insurance contract with broker Stevenson Company for a term of one year with two (2) one-year renewals, subject to cost fluctuation.

BACKGROUND: The City's current contract with broker Stevenson Company (Housing Authority Insurance, carrier) for Commercial General Liability, Property, and Boiler and Machinery Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor expires on December 1, 2025. The current coverage is provided at an annual cost of \$133,517. No renewals are available under the contract.

During the procurement process for a new contract, no viable bids were received. Therefore, the Legal Department requested that Brown and Brown, the City's current Commercial General Liability, Property, and Boiler and Machinery Insurance broker, seek options for the expiring coverage.

Through the proposed new contract, Brown and Brown will add Property and Boiler and Machinery coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor to the City's existing Property and Boiler and Machinery Insurance policies with Travelers Property Casualty Company of America at a cost of \$45,438 for the period from 12/1/2025 through 6/30/2026. After 6/30/2026, the Property and Boiler and Machinery coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor will be included in the City's existing Property and Boiler and Machinery Insurance annual renewals.

Brown and Brown will also add Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor to the City's existing Commercial General Liability policy, which expires on 6/30/2026. That policy also includes Public Officials Liability, Employment Practices Liability, and Employee Benefits Liability coverage. There will be no additional increase in premium to add the two buildings as they were listed on the initial application that was submitted to obtain the City's existing liability coverage. After 6/30/2026,



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

the liability coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor will continue to be included in the City's liability insurance annual renewals.

It is respectfully requested that Council authorizes the award of this contract with Brown and Brown (broker) through Travelers Property Casualty Company of America (carrier) with immediate effect to avoid gaps in coverage.

FISCAL IMPACT: \$45,438 for the period from 12/1/2025 through 6/30/2026

COMMUNITY IMPACT: Property and Boiler and Machinery Insurance coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor

IMPLEMENTATION TIMELINE: Coverage from 12/1/2025 through 6/30/2026

COMPLIANCE/PERFORMANCE METRICS: This contract is managed by the Legal Department.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Contract for Property and Boiler and Machinery Insurance
at Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor

DATE: October 30, 2025

Budget Information

Adopted Budget: \$160,343
 Amended Budget: \$160,343
 Requested Amount: \$45,438
 Funding Source: SRS Apt. Operating Fund, Housing, Urban Redevelopment & Housing, Hubbard Manors, Insurance & Bonds, General Insurance
 Supplemental Budget: N/A

Summary of Request

The Legal Department recommends the purchase of Property and Boiler and Machinery Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor from Brown and Brown (broker) through Travelers Property Casualty Company of America, the City's current Property and Boiler and Machinery Insurance carrier. The cost to add the two buildings to the City's existing Property and Boiler and Machinery Insurance policies will be \$45,438 for the period from 12/1/2025 through 6/30/2026. After 6/30/26, the Property and Boiler and Machinery Insurance for the two buildings will be included in the annual renewals of the City's existing Property and Boiler and Machinery Insurance policies.

Background and Justification

Council Resolution 11-618-22 approved the City's current contract for Commercial General Liability and Property Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor with broker Stevenson Company (Housing Authority Insurance, carrier) for a term of one year with two (2) one-year renewals, subject to cost fluctuation. The current coverage is provided at an annual cost of \$133,517. The contract is set to expire on December 1, 2025, and no renewals are available.

During the procurement process for a new contract, no viable bids were received. Therefore, the Legal Department requested that Brown and Brown, the City's current Commercial General Liability, Property, and Boiler and Machinery Insurance broker, seek options for the expiring coverage.

Through the proposed new contract, Brown and Brown will add Property and Boiler and Machinery coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor to the City's existing Property and Boiler and Machinery Insurance policies with Travelers Property Casualty Company of America at a cost of \$45,438 for the period from 12/1/2025 through 6/30/2026. After 6/30/2026, the Property and Boiler and Machinery coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor will be included in the City's existing Property and Boiler and Machinery Insurance annual renewals.

Brown and Brown will also add Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor to the City's existing Commercial General Liability policy, which expires on 6/30/2026. That policy also includes



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Public Officials Liability, Employment Practices Liability, and Employee Benefits Liability coverage. There will be no additional increase in premium to add the two buildings as they were listed on the initial application that was submitted to obtain the City's existing liability coverage. After 6/30/2026, the liability coverage for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor will continue to be included in the City's liability insurance annual renewals.

For reference, historical annual premiums for the Commercial General Liability, Property, and Boiler and Machinery Insurance for Suzanne Sareini Manor and John B. O'Reilly, Jr. Manor for the past five (5) years are as follows:

2020 - \$76,197

2021 - \$121,394

2022- \$113,123

2023- \$131,543

2024 - \$133,517

It is respectfully requested that Council authorizes the award of the contract with Brown and Brown (broker) through Travelers Property Casualty Company of America with immediate effect to avoid gaps in coverage.

Prepared By:

DocuSigned by:

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Rebecca A. Schultz
 Assistant Corporation Counsel

Purchasing Approval:

DocuSigned by:

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Mark Rozinsky
 Purchasing Manager

Corporation Counsel Approval:

DocuSigned by:

 E7A573BA25E3460...

Jeremy J. Romer
 Corporation Counsel

Budget Approval:

DocuSigned by:

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Michael Kennedy
 Finance Director/Treasurer

Budget Information Provided by:
 Marissa McMullen

**LAW**

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Bilal Hakim, on behalf of 2024 Investments, LLC, is requesting six-month extension of time in which to commence construction on the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago.

Immediate effect

DEPARTMENT: Law

BRIEF DESCRIPTION: Council Resolution 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. The deadline to commence construction was 18 months following closing, by September 21, 2025. Mr. Hakim, on behalf of 2024 Investments, LLC, is requesting an additional six months in which to commence construction on these lots.

As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Mr. Hakim's request for six-month extension in which to commence construction on these lots. It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction would be March 21, 2026, a total of 24 months following closing.

PRIOR COUNCIL ACTION: Council Resolution 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. Council Resolution 1-52-25 granted 2024 Investments, LLC's request for a 90-day extension in which to submit initial plans for all five properties, giving him until March 21, 2025 to submit initial plans.

BACKGROUND: Council Resolution 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. Closing for all five properties took place on March 21, 2024. 2024 Investments, LLC was required to submit initial plans within nine (9) months from the date of closing (by December 21, 2024) and commence construction within 18 months from the date of closing (by September 21, 2025).

Council Resolution 1-52-25 granted 2024 Investments, LLC's request for a 90-day extension in which to submit initial plans for all five properties, giving it until March 21, 2025 to submit initial plans. Initial plans were submitted by that deadline.

FISCAL IMPACT:

- N/A.

IMPACT TO COMMUNITY:

- N/A

IMPLEMENTATION TIMELINE:

- The new deadline to commence construction on all five properties would be March 21, 2026.

COMPLIANCE/PERFORMANCE METRICS:

- Law Department and Department of Economic Development will monitor compliance with conditions pertaining to the sale, including all deadlines.

**LAW****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request for six-month extension of time in which to commence construction on the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago

DATE: October 21, 2025

Summary of Request

Council Resolution 8-416-23 (copy attached) authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. The closing for all five properties took place on March 21, 2024. 2024 Investments, LLC was required to submit initial plans within nine months from the date of closing (by December 21, 2024) and commence construction within 18 months from the date of closing (by September 21, 2025).

Council Resolution 1-52-25 (copy attached) granted 2024 Investments, LLC's request for a 90-day extension in which to submit initial plans for all five properties, giving it until March 21, 2025 to submit initial plans. Initial plans were submitted by that deadline.

Mr. Hakim, on behalf of 2024 Investments, LLC, is requesting an additional six months in which to commence construction on all five properties (see attached letter). As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve 2024 Investments, LLC's request for six-month extension in which to commence construction on all five properties.

It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction on all five properties would be March 21, 2026, a total of 24 months following closing.

Therefore, it is recommended that 2024 Investments, LLC's request for a six-month extension of time in which to commence construction of single-family homes on all 5 properties be approved. It is also recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction would be March 21, 2026, a total of 24 months following closing. All other terms and conditions contained in the original Purchase Agreement and Council Resolutions 8-416-23 and 1-52-25 shall remain in effect.

A resolution requesting immediate effect is attached.

Respectfully submitted,

DocuSigned by:

Rebecca Schultz

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REBECCA A. SCHULTZ

Assistant Corporation Counsel

APPROVED:

DocuSigned by:

Jeremy Romer

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JEREMY J. ROMER

Corporation Counsel

RESOLUTION

WHEREAS: Council Resolution 8-416-23 authorized the sale of the vacant lots at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago to 2024 Investments, LLC for the construction of single-family homes. The closing for all five properties took place on March 21, 2024, and

WHEREAS: 2024 Investments, LLC was required to submit initial plans within nine months from the date of closing (by December 21, 2024) and commence construction within 18 months from the date of closing (by September 21, 2025), and

WHEREAS: Council Resolution 1-52-25 granted 2024 Investments, LLC's request for a 90-day extension in which to submit initial plans for all five properties, giving it until March 21, 2025 to submit initial plans. Initial plans were submitted by that deadline, and

WHEREAS: Mr. Hakim, on behalf of 2024 Investments, LLC, is requesting an additional six months in which to commence construction on all five properties, and

WHEREAS: As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve 2024 Investments, LLC's request for six-month extension in which to commence construction on all five properties, and

WHEREAS: It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction on all five properties would be March 21, 2026, a total of 24 months following closing; therefore be it

RESOLVED: That 2024 Investments, LLC's request for a six-month extension of time in which to commence construction of single-family homes on all 5 properties is approved; be it further

RESOLVED: That the extension fees are waived as the Guidelines now allow 24 months to commence construction; be it further

RESOLVED: That the new deadline to commence construction on all five properties will be March 21, 2026; be it further

RESOLVED: All other terms and conditions contained in the original Purchase Agreement and Council Resolutions 8-416-23 and 1-52-25 shall remain in effect; be it further

RESOLVED: That this Resolution is given immediate effect.

Request for Extension to Commence Construction on Vacant Lots

Formal Request for Six-Month Construction Extension

Date: October 10, 2025

To:

City Council

City of Dearborn

16901 Michigan Avenue, Suite 14

Dearborn, MI 48126

Subject: Request for 6-Month Extension to Commence Construction on Vacant Lots

Dear Honorable Members of City Council,

I am writing on behalf of 2024 Investment LLC to formally request a six-month extension to begin construction on the vacant lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago.

Background and Reason for Request

The original deadline for commencing construction on these properties was September 21, 2025. Unfortunately, we did not meet this deadline due to the need for extensive coordination with both overseas and domestic suppliers to secure key building materials. Additionally, the process of finalizing design work was necessary to guarantee that all aspects of the project would meet quality standards and comply fully with building codes. These steps were taken with the intention of streamlining the construction process and minimizing the risk of delays once building begins.

Current Project Status

At present, the design phase for all properties has been completed, and we are in the final stages of securing all required materials. We expect that all components necessary for construction will be delivered and available on-site in the near future, which will allow us to start the building process efficiently and without unnecessary interruptions.

Request for Extension

In light of these circumstances, we respectfully request the City Council's approval for a six-month extension. This additional time will enable us to finalize our preparations and begin construction in good faith, ensuring the project proceeds smoothly and meets the expectations of both the City and our stakeholders.

Contact Information

If further information is needed or if there are any questions regarding this request, please feel free to contact me directly.

Sincerely,

Mohammed Alysofi

2024 Investment LLC

29310 Stephenson Hwy.

Madison Heights, MI 48071

maalysofi@mygowireless.com

true@truearchdesigns.com

By Abraham supported by Enos.

8-416-23. WHEREAS: Following a Request for Proposals, Sunflower Realty LLC was recently awarded a contract with the City of Dearborn to provide property brokerage and marketing services for certain residential City-owned lots available for sale. Sunflower Realty LLC is located at 835 Mason Street, Suite D175, in Dearborn, and is owned by Realtor Mariam Khalaf, the sole member of the LLC. The properties to be sold by Sunflower Realty LLC are limited to those vacant buildable lots set forth on the Lot List, and

WHEREAS: Under the contract, Sunflower Realty LLC will handle all customary activities and services associated with the sale of the properties on the Lot List. Sunflower Realty LLC will first conduct a market analysis of comparable properties for each property on the Lot List to determine the listing price, subject to the minimum bid prices established by the City Assessor which are set forth on the Lot List. Sunflower Realty LLC will then list the properties in professional listing services and establish a marketing strategy that employs multiple types of advertising including, but not limited to, internet exposure, signs, and alternate trade publication strategies. Sunflower Realty LLC will also employ professional networks/relationships to properly target the marketing of specialty properties. Sunflower Realty LLC will consult with the Department of law on real property deed restrictions, conditions imposed, other interests that may affect the property (e.g., easements, flood zones, etc.), and zoning regulations. Sunflower Realty LLC will then negotiate and obtain executed purchase agreements for the sale of the properties, coordinate and attend all closings, and coordinate with City staff to prepare a next steps checklist for purchasers outlining the required steps for construction. In exchange for these services, Sunflower Realty LLC has agreed to accept 4% commission on each property sale. Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires that transactions involving the sale of real property be authorized by Council resolution. Rather than seeking individual approval of each sale of a property on the Lot List, the Economic Development Department and the Department of Law request that City Council issue one resolution approving the sale of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the minimum bid prices listed on the Lot List, and

WHEREAS: Each sale will be subject to certain terms and conditions, including the following, which will be contained in the Purchase Agreement for each sale:

- a. If the Purchaser is a Limited Liability Company (LLC) or similar legal entity, the LLC or entity must disclose in writing the names of all of its members, including any and all members of the executing board if applicable.
- b. Purchaser agrees to close on the sale within ninety (90) days after evidence of title is provided.
- c. Purchaser shall assume all responsibility for soil testing and soil conditions.
- d. Purchaser shall pay for the costs associated with the survey, document recording fees, inspection and compliance fees, and Purchaser's closing fees owed to the Title Company.
- e. The City of Dearborn Department of Law may administratively review and approve a request to assign or transfer the name of the Purchaser only if the transfer is to another entity for which the Purchaser has a legal interest. Otherwise, Purchaser shall not sell or assign his interest in the Property until the lot is completely developed and all permits are finalized.
- f. Construction of a single-family dwelling on the Property shall commence within 18 months from the date of closing. Upon a showing of good cause, City of Dearborn Department of Law may consider one (1) six-month extension. Construction shall be deemed "commenced" when:
 - i.) The plans have been approved by the Economic Development Department; and
 - ii.) Building permits have been issued; and
 - iii.) Excavation of the basement/foundation has begun.
- g. The deed for each sale shall contain a deed restriction which requires commencement of construction of a single-family home within 18 months from the date of closing.

- h. Purchaser must submit initial plans to the Economic Development Department within nine (9) months from the date of closing. Upon a showing of good cause, one (1) extension up to ninety (90) days may be administratively approved by the City of Dearborn Department of Law.
- i. Purchaser shall complete construction before building permits expire.
- j. Purchaser shall comply with all residential landscaping requirements in accordance with Dearborn Zoning Ordinances. Purchaser shall not receive a full certificate of occupancy until landscaping is completed.
- k. The house shall not be occupied until a Certificate of Occupancy has been approved.
- l. Purchaser shall comply with all requirements contained in the Dearborn Zoning Ordinances.
- m. Purchaser must comply with applicable Historical Preservation and/or neighborhood-imposed guidelines and restrictions.
- n. The sale is subject to a recorded right to repurchase in favor of the City of Dearborn. If Purchaser fails to comply with the terms and conditions contained in the Purchase Agreement, the City may, in its sole discretion, repurchase the property for the original sale price, less 10%, and less costs associated with the transfer back to the City of Dearborn.
- o. At closing, Purchaser agrees to sign a Covenant Deed which will be held in escrow by the title company for an 18-month period from the date of closing. If the Purchaser commences construction within this period, the title company shall be directed to destroy the Covenant Deed at the end of the 18-month period. If the Purchaser has not commenced construction as required, and has not obtained an extension of time in which to do so, the title company shall record the Covenant Deed at the Wayne County Register of Deeds at the end of the 18-month period and the Purchaser will be refunded the purchase price, less 10%, and less any costs associated with the transfer of the property back to the City of Dearborn, and

WHEREAS: Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires Corporation Counsel to review offers to purchase and proposals to sell City-owned property and to make a recommendation to Council concerning the sufficiency of the consideration and the public purpose involved in the land transaction. Under Section 2-576(b)(2), the following factors are to be considered in making a recommendation to sell a City-owned property:

- a. Identification of the public purpose involved in the proposed land transaction.
- b. Determination of the market value of the property as indicated by the assessed and equalized values of the property from the city assessor's records.
- c. An opinion of value from the city assessor's office.
- d. Advertising and/or posting the property if two or more persons have indicated an interest in the property or the property has general utility or the City council requests the property be advertised.
- e. Examining the use to which the property can or will be put and the cost of acquisition, demolition and improvement.
- f. Sale to the highest bidder. Consideration to include dollar offer and such other items as identified by the corporation counsel that represent a legal obligation to the city and value assigned thereto. The city shall reserve the right to reject all bids, and

WHEREAS: In accordance with the above Ordinance, the Economic Development Department and the Department of Law recommend that City Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions, and

WHEREAS: The City has no further need for any of the properties on the Lot List. Further, sale of each vacant lot on the List will serve a public purpose by revitalizing and stabilizing each neighborhood and by adding each property to the tax rolls to generate revenue for the City, and

WHEREAS: Each minimum bid price on the Lot List was established by the City Assessor. As such, the Assessor has determined that an amount equal to or exceeding the listed minimum bid price is a fair and reasonable price for each property. It would therefore be in the City's best interest to accept an offer equal to or exceeding the listed minimum bid price for each property, and

WHEREAS: Council's issuance of one resolution approving the sale by Sunflower Realty LLC of all properties on the attached Lot List will save Council, as well as City staff, time and resources that may be redirected to other pressing City matters, thereby resulting in increased efficiency. As additional vacant lots become available for sale by the City, the Department of Law will request Council's approval of additional lot lists setting forth lots to be sold subject to the listed minimum bid prices established by the Assessor and subject to the terms and conditions above, and

WHEREAS: Based upon the foregoing, the Economic Development Department and the Department of Law recommend that City Council approve the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions that will be set forth in each Purchase Agreement; therefore be it

RESOLVED: That this Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices established by the Assessor; be it further

RESOLVED: That all bids and/or offers made to Sunflower Realty LLC for any of the lots listed on the Lot List shall be presented by Sunflower Realty LLC to the City through Corporation Counsel for final review and approval, and that only the highest bidder that agrees to the above terms and conditions shall be accepted; be it further

RESOLVED: That the sale of each property on the Lot List is contingent upon the above terms and conditions, which shall be set forth in each Purchase Agreement to be approved by Corporation Counsel or his designee; be it further

RESOLVED: That the Mayor and Corporation Counsel or his designee be and are hereby authorized to execute any necessary documents on behalf of the City of Dearborn to complete the sales of the properties listed on the Lot List; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was adopted as follows: Yeas: Abraham, Enos, Hammoud, Herrick, Paris, and Sareini (6), Nays: None (0); Absent: Alsawafy (1).

By Hammoud supported by Paris.

1-52-25. WHEREAS: C.R. 8-416-23 authorized Sunflower Realty LLC to handle all customary activities and services associated with the sale of the properties on the Lot List, and

WHEREAS: Among those properties listed on the Lot List were the five vacant lots located at 24720 Cherry, 2734 Hubbard, 24600 Calvin, 24705 Cooke, and 24622 Chicago, and

WHEREAS: 2024 Investment LLC, by Mohammed Alysofi, its Member, submitted offers and was approved to purchase all five properties in order to build single-family homes on each lot, and

WHEREAS: Closings for all five properties took place on March 21, 2024, and

WHEREAS: According to the Land Sales Guidelines, initial plans for the construction of a single-family dwelling must be submitted to the Economic Development Department within 9 months from the date of closing, and

WHEREAS: The deadline for purchaser to submit initial plans to the Economic Development Department was December 21, 2024, and

WHEREAS: Purchaser was required to submit its request for an extension of time to submit initial plans to the Law Department at least 30 days prior to the plan submittal deadline. A processing fee of \$250 per property was required to accompany the request, and

WHEREAS: The deadline for purchaser to submit to the Law Department a request for an extension to submit initial plans was November 21, 2024, and

WHEREAS: The purchaser failed to submit their request to the Law Department for an extension to submit initial plans by the deadline date of November 21, 2024, and

WHEREAS: Bilal Hakim, on behalf of 2024 Investments LLC, contacted the City Council office requesting City Council approve his request for an extension of time in which to submit initial plans for all five properties; therefore be it

RESOLVED: That 2024 Investment LLC is granted an additional 90 days to submit initial plans for all five properties to the Economic Development Department, conditioned upon payment of the extension request fee of \$250 per property for a total sum of \$1,250; be it further

RESOLVED: That the new deadline to submit initial plans for all five properties to the Economic Development Department is March 21, 2025, conditioned upon payment of the required extension request fee of \$1,250 to be paid on or before February 10, 2025; be it further

RESOLVED: That all other terms and conditions contained in the original purchase agreement and Council Resolution 8-416-23 shall remain in effect; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was unanimously adopted.



LAW

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Hussein Nassar and Assem Nassar are requesting a six-month extension of time in which to commence construction at 3829 Bennett and 7716 Reuter.

DEPARTMENT: Law

BRIEF DESCRIPTION: Council Resolution 8-416-23 authorized the sale of the vacant lots at 3829 Bennett and 7716 Reuter to Hussein Nassar and Assem Nassar for the construction of single-family homes. The deadline to commence construction was 18 months following closing, by January 18, 2026. Hussein Nassar and Assem Nassar are requesting a six-month extension in which to commence construction on these lots.

As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Hussein Nassar and Assem Nassar's request for a six-month extension in which to commence construction at 3829 Bennett and 7716 Reuter. It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction would be July 18, 2026, a total of 24 months following closing.

PRIOR COUNCIL ACTION: Council Resolution 8-416-23 authorized the sale of the vacant lots at 3829 Bennett and 7716 Reuter to Hussein Nassar and Assem Nassar for the construction of single-family homes.

BACKGROUND: Council Resolution 8-416-23 authorized the sale of the vacant lots at 3829 Bennett and 7716 Reuter to Hussein Nassar and Assem Nassar for the construction of single-family homes. The closing for both properties took place on July 18, 2024. Hussein Nassar and Assem Nassar were required to commence construction within 18 months from the date of closing (by January 18, 2026).

FISCAL IMPACT:

- N/A.

IMPACT TO COMMUNITY:

- N/A

IMPLEMENTATION TIMELINE:

- The new deadline to commence construction at 3829 Bennett and 7716 Reuter would be July 18, 2026.

COMPLIANCE/PERFORMANCE METRICS:

- Law Department and Department of Economic Development will monitor compliance with conditions pertaining to the sale, including all deadlines.

**LAW**

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Corporation Counsel

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request for a six-month extension of time in which to commence construction at 3829 Bennett and 7716 Reuter

DATE: October 21, 2025

Summary of Request

Council Resolution 8-416-23 (copy attached) authorized the sale of the vacant lots at 3829 Bennett and 7716 Reuter to Hussein Nassar and Assem Nassar for the construction of single-family homes. The closing for 3829 Bennett and 7716 Reuter took place on July 18, 2024. Hussein Nassar and Assem Nassar are required to commence construction on both properties within 18 months from the date of closing (by January 18, 2026).

Hussein Nassar and Assem Nassar are requesting a six-month extension in which to commence construction at 3829 Bennett and 7716 Reuter (see attached email). As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Hussein Nassar and Assem Nassar's request for a six-month extension in which to commence construction at 3829 Bennett and 7716 Reuter.

It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction at 3829 Bennett and 7716 Reuter would be July 18, 2026, a total of 24 months following closing.

Therefore, it is recommended that Hussein Nassar and Assem Nassar's request for a six-month extension of time in which to commence construction of single-family homes at 3829 Bennett and 7716 Reuter be approved. It is also recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction on both properties would be July 18, 2026, a total of 24 months following closing.

All other terms and conditions contained in the original Purchase Agreement and Council Resolution 8-416-23 shall remain in effect.

Respectfully submitted,

DocuSigned by:

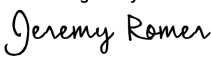

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REBECCA A. SCHULTZ

Assistant Corporation Counsel

APPROVED:

DocuSigned by:


E7A573BA25E3460...

JEREMY J. ROMER

Corporation Counsel

RESOLUTION

WHEREAS: Council Resolution 8-416-23 authorized the sale of the vacant lots at 3829 Bennett and 7716 Reuter to Hussein Nassar and Assem Nassar for the construction of single-family homes, and

WHEREAS: The closing for 3829 Bennett and 7716 Reuter took place on July 18, 2024. Hussein Nassar and Assem Nassar were required to commence construction within 18 months from the date of closing (by January 18, 2026), and

WHEREAS: Hussein Nassar and Assem Nassar are requesting a six-month extension in which to commence construction at 3829 Bennett and 7716 Reuter, and

WHEREAS: As the recently approved revised Land Sales Guidelines lengthened the time period to commence construction from 18 to 24 months following closing, it is recommended that City Council approve Hussein Nassar and Assem Nassar's request for a six-month extension in which to commence construction at 3829 Bennett and 7716 Reuter, and

WHEREAS: It is further recommended that the extension fees be waived as the Guidelines now allow 24 months to commence construction. If approved, the new deadline to commence construction at 3829 Bennett and 7716 Reuter would be July 18, 2026, a total of 24 months following the closing; therefore be it

RESOLVED: That Hussein Nassar and Assem Nassar's request for a six-month extension of time in which to commence construction of single-family homes at 3829 Bennett and 7716 Reuter is approved; be it further

RESOLVED: That the extension fees are waived as the Guidelines now allow 24 months to commence construction; be it further

RESOLVED: That the new deadline to commence construction of single-family homes at 3829 Bennett and 7716 Reuter will be July 18, 2026; be it further

RESOLVED: That all other terms and conditions contained in the original Purchase Agreement and Council Resolution 8-416-23 shall remain in effect.



Cynthia Metz <cmetz@dearborn.gov>

Fwd: Extension-7716 Reuter & 3829 Bennett

1 message

Cynthia Metz <cmetz@dearborn.gov>
To: "Metz, Cynthia" <cmetz@dearborn.gov>

Mon, Oct 13, 2025 at 1:15 PM

From: **Sam Nassar** <samnassar313@gmail.com>
Date: Mon, Oct 13, 2025 at 1:04 PM
Subject: Re: Extension-7716 Reuter & 3829 Bennett
To: Cynthia Metz <cmetz@dearborn.gov>
Cc: Rebecca Schultz <rschultz@dearborn.gov>

Hello,

I would like to extend a 6 month extension to start with construction.
Reason: Still working with Shanon at city hall and architect to solve the comments as we need to give more time also to get the EGLE approval since the property on 3829 Bennet street is in a flood zone in order to build a basement.
Thank you

On Mon, Oct 13, 2025 at 12:44 PM Sam Nassar <samnassar313@gmail.com> wrote:

Hello

I have two lands that i bought from the city and currently still working with Shanon and EGLE to get the permits.
However, i received a letter from the city that I have till the end of this year to start with the foundation. Can i make an extension for the time period since I'm still working with Shanon.
Address 1: 7716 Reuter, dearborn, Mi 48126
Address 2: [3829 Bennett street, dearborn, MI 48124](#).

Please and thank you

By Abraham supported by Enos.

8-416-23. WHEREAS: Following a Request for Proposals, Sunflower Realty LLC was recently awarded a contract with the City of Dearborn to provide property brokerage and marketing services for certain residential City-owned lots available for sale. Sunflower Realty LLC is located at 835 Mason Street, Suite D175, in Dearborn, and is owned by Realtor Mariam Khalaf, the sole member of the LLC. The properties to be sold by Sunflower Realty LLC are limited to those vacant buildable lots set forth on the Lot List, and

WHEREAS: Under the contract, Sunflower Realty LLC will handle all customary activities and services associated with the sale of the properties on the Lot List. Sunflower Realty LLC will first conduct a market analysis of comparable properties for each property on the Lot List to determine the listing price, subject to the minimum bid prices established by the City Assessor which are set forth on the Lot List. Sunflower Realty LLC will then list the properties in professional listing services and establish a marketing strategy that employs multiple types of advertising including, but not limited to, internet exposure, signs, and alternate trade publication strategies. Sunflower Realty LLC will also employ professional networks/relationships to properly target the marketing of specialty properties. Sunflower Realty LLC will consult with the Department of law on real property deed restrictions, conditions imposed, other interests that may affect the property (e.g., easements, flood zones, etc.), and zoning regulations. Sunflower Realty LLC will then negotiate and obtain executed purchase agreements for the sale of the properties, coordinate and attend all closings, and coordinate with City staff to prepare a next steps checklist for purchasers outlining the required steps for construction. In exchange for these services, Sunflower Realty LLC has agreed to accept 4% commission on each property sale. Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires that transactions involving the sale of real property be authorized by Council resolution. Rather than seeking individual approval of each sale of a property on the Lot List, the Economic Development Department and the Department of Law request that City Council issue one resolution approving the sale of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the minimum bid prices listed on the Lot List, and

WHEREAS: Each sale will be subject to certain terms and conditions, including the following, which will be contained in the Purchase Agreement for each sale:

- a. If the Purchaser is a Limited Liability Company (LLC) or similar legal entity, the LLC or entity must disclose in writing the names of all of its members, including any and all members of the executing board if applicable.
- b. Purchaser agrees to close on the sale within ninety (90) days after evidence of title is provided.
- c. Purchaser shall assume all responsibility for soil testing and soil conditions.
- d. Purchaser shall pay for the costs associated with the survey, document recording fees, inspection and compliance fees, and Purchaser's closing fees owed to the Title Company.
- e. The City of Dearborn Department of Law may administratively review and approve a request to assign or transfer the name of the Purchaser only if the transfer is to another entity for which the Purchaser has a legal interest. Otherwise, Purchaser shall not sell or assign his interest in the Property until the lot is completely developed and all permits are finalized.
- f. Construction of a single-family dwelling on the Property shall commence within 18 months from the date of closing. Upon a showing of good cause, City of Dearborn Department of Law may consider one (1) six-month extension. Construction shall be deemed "commenced" when:
 - i.) The plans have been approved by the Economic Development Department; and
 - ii.) Building permits have been issued; and
 - iii.) Excavation of the basement/foundation has begun.
- g. The deed for each sale shall contain a deed restriction which requires commencement of construction of a single-family home within 18 months from the date of closing.

- h. Purchaser must submit initial plans to the Economic Development Department within nine (9) months from the date of closing. Upon a showing of good cause, one (1) extension up to ninety (90) days may be administratively approved by the City of Dearborn Department of Law.
- i. Purchaser shall complete construction before building permits expire.
- j. Purchaser shall comply with all residential landscaping requirements in accordance with Dearborn Zoning Ordinances. Purchaser shall not receive a full certificate of occupancy until landscaping is completed.
- k. The house shall not be occupied until a Certificate of Occupancy has been approved.
- l. Purchaser shall comply with all requirements contained in the Dearborn Zoning Ordinances.
- m. Purchaser must comply with applicable Historical Preservation and/or neighborhood-imposed guidelines and restrictions.
- n. The sale is subject to a recorded right to repurchase in favor of the City of Dearborn. If Purchaser fails to comply with the terms and conditions contained in the Purchase Agreement, the City may, in its sole discretion, repurchase the property for the original sale price, less 10%, and less costs associated with the transfer back to the City of Dearborn.
- o. At closing, Purchaser agrees to sign a Covenant Deed which will be held in escrow by the title company for an 18-month period from the date of closing. If the Purchaser commences construction within this period, the title company shall be directed to destroy the Covenant Deed at the end of the 18-month period. If the Purchaser has not commenced construction as required, and has not obtained an extension of time in which to do so, the title company shall record the Covenant Deed at the Wayne County Register of Deeds at the end of the 18-month period and the Purchaser will be refunded the purchase price, less 10%, and less any costs associated with the transfer of the property back to the City of Dearborn, and

WHEREAS: Section 2-576(a) of the Code of Ordinances of the City of Dearborn, Michigan requires Corporation Counsel to review offers to purchase and proposals to sell City-owned property and to make a recommendation to Council concerning the sufficiency of the consideration and the public purpose involved in the land transaction. Under Section 2-576(b)(2), the following factors are to be considered in making a recommendation to sell a City-owned property:

- a. Identification of the public purpose involved in the proposed land transaction.
- b. Determination of the market value of the property as indicated by the assessed and equalized values of the property from the city assessor's records.
- c. An opinion of value from the city assessor's office.
- d. Advertising and/or posting the property if two or more persons have indicated an interest in the property or the property has general utility or the City council requests the property be advertised.
- e. Examining the use to which the property can or will be put and the cost of acquisition, demolition and improvement.
- f. Sale to the highest bidder. Consideration to include dollar offer and such other items as identified by the corporation counsel that represent a legal obligation to the city and value assigned thereto. The city shall reserve the right to reject all bids, and

WHEREAS: In accordance with the above Ordinance, the Economic Development Department and the Department of Law recommend that City Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions, and

WHEREAS: The City has no further need for any of the properties on the Lot List. Further, sale of each vacant lot on the List will serve a public purpose by revitalizing and stabilizing each neighborhood and by adding each property to the tax rolls to generate revenue for the City, and

WHEREAS: Each minimum bid price on the Lot List was established by the City Assessor. As such, the Assessor has determined that an amount equal to or exceeding the listed minimum bid price is a fair and reasonable price for each property. It would therefore be in the City's best interest to accept an offer equal to or exceeding the listed minimum bid price for each property, and

WHEREAS: Council's issuance of one resolution approving the sale by Sunflower Realty LLC of all properties on the attached Lot List will save Council, as well as City staff, time and resources that may be redirected to other pressing City matters, thereby resulting in increased efficiency. As additional vacant lots become available for sale by the City, the Department of Law will request Council's approval of additional lot lists setting forth lots to be sold subject to the listed minimum bid prices established by the Assessor and subject to the terms and conditions above, and

WHEREAS: Based upon the foregoing, the Economic Development Department and the Department of Law recommend that City Council approve the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices pursuant to the above terms and conditions that will be set forth in each Purchase Agreement; therefore be it

RESOLVED: That this Council approves the sale by Sunflower Realty LLC of all vacant buildable lots listed on the Lot List for amounts equal to or exceeding the listed minimum bid prices established by the Assessor; be it further

RESOLVED: That all bids and/or offers made to Sunflower Realty LLC for any of the lots listed on the Lot List shall be presented by Sunflower Realty LLC to the City through Corporation Counsel for final review and approval, and that only the highest bidder that agrees to the above terms and conditions shall be accepted; be it further

RESOLVED: That the sale of each property on the Lot List is contingent upon the above terms and conditions, which shall be set forth in each Purchase Agreement to be approved by Corporation Counsel or his designee; be it further

RESOLVED: That the Mayor and Corporation Counsel or his designee be and are hereby authorized to execute any necessary documents on behalf of the City of Dearborn to complete the sales of the properties listed on the Lot List; be it further

RESOLVED: That this resolution be given immediate effect.

The resolution was adopted as follows: Yeas: Abraham, Enos, Hammoud, Herrick, Paris, and Sareini (6), Nays: None (0); Absent: Alsawafy (1).



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Request to approve the cooperative purchase of library materials for FY2026

DEPARTMENT: Library, in conjunction with Purchasing

BRIEF DESCRIPTION: Yearly PO requests for purchase of major vendors for various library materials. This Fiscal year 2026 request is not-to-exceed \$497,000.

PRIOR COUNCIL ACTION:8-430-24 Council approved purchases for FY25, not-to-exceed \$465,000 for a variety of library materials via cooperative contracts. This included DVDs, CDs, audio materials, adult paperback trade and mass market books, video games, and digital resources.

BACKGROUND: Library selection staff purchase a wide array of new materials annually, mainly for borrowing by the public. Some titles are replacement copies but the majority are new titles recently published or released. Also included are digital titles, such as e-books, streaming movies, and e-audio materials.

The Library's adopted budget for Library Materials in FY2026 is \$560,000. The Library regularly utilizes cooperative purchasing agreements to secure competitive pricing on books, DVDs, CDs, video games, periodicals, and digital services. Beginning in FY2026, the Library is shifting its primary vendor from Baker & Taylor to Ingram Library Service due to inefficiencies with timely availability of relevant materials. This change is reflected in the reduction of funds allocated to Baker & Taylor and an increase in allocation to Ingram Library Service.

The Library continues to participate in cooperative purchasing agreements through the Michigan Library Cooperative Directors Association (MLCDA), The Library Network (TLN), and Midwest Collaborative for Library Services (MCLS), which allows the Library to leverage collective buying power, reduce costs, and expand resources available to the community.

FISCAL IMPACT: The expenditures are budgeted in the FY2026 Library Operating Budget

The portion of the budget allocated for materials has remained level over past years.

Library has opportunity to piggyback purchases with these vendors through the Michigan Library Cooperative Directors Association statewide book and av contract, The Library Network consortium contract, Midwest Collaborative for Library Services contract

COMMUNITY IMPACT: Once the approvals for expenditures are given, the library staff can commence the purchase of materials and begin the yearly cycle of purchasing, processing, and circulating new items for the public.

Materials are released each week and patrons are eager to access these items, either on the shelf or to make requests through the catalog. Patrons are also able to make purchase suggestions through the library's website and these requests are routed to the appropriate selector.

By utilizing cooperative purchasing, the Library ensures cost-effective access to physical and digital resources, providing the community with greater selection and more timely availability of new and in-demand materials.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

IMPLEMENTATION TIMELINE: Ordering begins soon after the approval to spend is received. Once the PO's are in place, the staff receive allotted funds in their accounts to select items and begin monthly spending.

COMPLIANCE/PERFORMANCE METRICS: Performance will continue to be measured through circulation statistics as well as collection analysis with CollectionHQ.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Request to approve the cooperative purchase of library materials for FY2026

DATE: October 17, 2025

Budget Information

Adopted Budget: \$560,000

Available Budget: \$560,000

Requested Amount: \$497,000

Funding Source: Library Fund, Library Administration, Capital Equipment, Library Materials

Supplemental Budget: NA

Summary of Request

Purchasing, on behalf of the Library Department, recommends the purchases of a variety of library materials via a cooperative contract. The total value of the purchases is not-to-exceed \$497,000 for fiscal year 2026. The below table outlines the total purchases.

Vendor	Cooperative	Library Material	Amount
Midwest Tape, LLC	MLCDA / TLN	DVD's, CDs, Audio Materials, Online Services	\$186,800
Ingram Library Service	MLCDA / TLN	Adult Paperback Trade and Mass Market; Books, DVDs, CDs, and Video Games	\$220,000
Baker & Taylor	MLCDA	Books, DVDs, CDs, and Video Games, Online Services	N/A
Cengage Learning, Inc.	MLCDA / TLN	Digital Reference Materials, Online Services	\$18,000
WTcox	TLN	Print Periodicals	\$25,000
OverDrive	MCLS	Digital AV Materials	\$40,000
Press Reader	TLN	Digital Periodicals	\$7,200



FINANCE

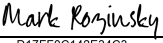
EXECUTIVE SUMMARY AND MEMORANDUM

It is respectfully requested that Council authorize the purchases.

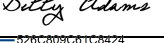
Process

This procurement followed the cooperative purchasing process in accordance with Section 2-569, Cooperative Purchasing, of the Code of the City of Dearborn. The City is eligible to participate in the Michigan Library Cooperative Directors Association's (MLCDA) contract pricing. The City is eligible to participate in The Library Network (TLN) contract pricing, as well as Midwest Collaborative for Library Services (MCLS) for the materials specified above.

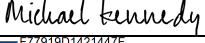
Prepared By:

DocuSigned by:

 011FF95142E34C3
 Mark Rozinsky, Purchasing Manager

Department Approval:

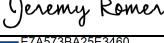
DocuSigned by:

 826C809C61C8424
 Betty Adams, Library Director

Budget Approval:

DocuSigned by:

 F77919D1421447F
 Michael Kennedy, Finance Director/Treasurer

Initial


Corporation Counsel Approval:

DocuSigned by:

 E7A573BA25E34B0
 Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of Contract for construction management for phase 2 of the renovation of Esper Library to McCarthy & Smith.

DEPARTMENT: Library, In Conjunction with Purchasing

BRIEF DESCRIPTION: The Esper Branch Library requires repairs and modernization to better serve the current and future needs of the community. By addressing infrastructure improvements while incorporating community-identified priorities and reintroducing hands-on, recognizable programs that promote family engagement—particularly those aligned with STEAM (Science, Technology, Engineering, Arts, & Math)—the library can increase both facility usage and public awareness of the many possibilities a modern library offers its patrons. McCarthy & Smith was selected as the lowest and most responsive bid through an ITB held by MCD Architects.

PRIOR COUNCIL ACTION: CR 12-605-24 – Approved phase 1- MCD Architects for A&E Services for the renovation of Esper & Bryant Library

BACKGROUND: The Esper Branch Library on Warren Avenue, was established at its current location in January 1953. The branch underwent an extensive expansion and renovation that was completed in November 2000. Since the expansion, there has been deterioration to the facility, most prominently to the roof and window sills and frames, and the walls that support these areas. Current projects of need have been assessed by the Library and City and are in agreement that the damages are in need of immediate attention.

The facility space design is outdated and inefficient for the current and future needs of the community and Library alike. Revitalizing the library's interior while addressing existing structural concerns would enhance patron interest and engagement. Currently, Esper primarily serves patrons seeking internet access, digital resources, and services, as well as families. The planned renovation aims to strengthen the library's connection with the community by creating spaces, resources and services that reflect local needs—supporting family-friendly activities and offering opportunities for improved technical literacy and assistance.

FISCAL IMPACT: Construction Management Fee Not-To-Exceed \$518,130.00

COMMUNITY IMPACT: The planned renovation and service enhancement at the Esper Branch Library presents a unique opportunity to positively impact the Dearborn community, particularly through a focus on STEAM (Science, Technology, Engineering, Arts, & Math). Dearborn, a city known for its rich cultural diversity, vibrant family-oriented population, and emphasis on education, stands to benefit significantly from a modernized library facility designed to meet its evolving needs.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

1. Addressing Key Infrastructure Challenges

The Esper Branch Library's structural disrepair, including roof and window deterioration and inefficient space design, limits its ability to serve the community effectively. Renovations that resolve these issues will provide a safe, welcoming, and functional space for patrons of all ages. Updated facilities will enable the library to fully utilize its space, accommodate more visitors, and offer new programs in STEAM fields.

2. Enhancing Family Engagement

Dearborn's demographics highlight a strong presence of young families and children. A redesigned space emphasizing family-friendly activities and resources will directly meet community needs. STEAM programming offers:

- **Hands-On Learning:** Activities like maker labs (such as the SparkLab in Henry Ford Centennial Library), coding workshops, and art classes encourage creativity and critical thinking.
- **Intergenerational Opportunities:** STEAM programming can engage parents and children together, fostering family connections through shared learning experiences.
- **Accessibility:** With updated technology and infrastructure, families gain access to resources they may not have at home, such as high-speed internet, digital tools, and scientific equipment.

3. Promoting Workforce Readiness and Lifelong Learning

Dearborn's economy, deeply rooted in automotive and engineering industries, aligns well with STEAM education's focus on technology and innovation. By introducing STEAM initiatives at Esper, the library will:

- **Support Youth Career Paths:** Programs on robotics, coding, and engineering can inspire future careers in these high-demand fields.
- **Upskill Adults:** Workshops on technical skills and digital literacy cater to adults seeking career advancement or new opportunities.
- **Expand Accessibility:** Offering resources for underserved populations, such as access to technology and training, ensures equitable opportunities for success.

4. Boosting Community Engagement and Library Usage

The revitalized library space and STEAM programming are expected to draw more visitors, reversing trends of low traffic in recent years. Increased patronage has broad benefits:

- **Strengthened Community Ties:** The library becomes a central hub for information, innovation, and cultural exchange.
- **Increased Awareness:** Patrons gain exposure to the library's broader services, from digital resources to community events.
- **Economic Impact:** Higher library traffic can also positively affect nearby businesses, contributing to the local economy.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

5. Aligning with Dearborn's Strategic Goals

The STEAM focus aligns with city-wide initiatives to enhance education, innovation, and family engagement. Libraries are a natural partner in achieving these goals, providing spaces for both formal and informal learning. The updated Esper Branch will serve as a model for how public spaces can adapt to meet 21st-century needs.

Projected Outcomes

1. **Increased Patronage:** Renovations will create a more appealing space, while STEAM services provide a strong draw for families, students, and job seekers.
2. **Stronger Community Connections:** Families and individuals will experience the library as a dynamic space for growth and creativity.
3. **Enhanced Lifelong Learning Opportunities:** With new STEAM programs, the library becomes a critical resource for skill development across all ages.

Investing in the Esper Branch Library not only addresses current infrastructure needs but also positions the library as a vital resource for fostering creativity, innovation, and community growth in Dearborn.

IMPLEMENTATION TIMELINE: The project is requested to begin immediately, with a schematic design phase, generating 3D imagery of the proposed improvements, with a goal of construction to take place as soon as possible. The estimated 18-month timeline with each major phase is outlined below.

Completed:

Conceptual/Schematic Design: 3 months

Design Development: 2 months

Construction Documents: 3 months

Next Steps:

Permitting/Bidding: 2 months

Construction: 6 to 8 months

COMPLIANCE/PERFORMANCE METRICS: The Library and DPWF will monitor the completion of this contract.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Award of Contract for Construction Management Services for the renovation of Esper Library

DATE: November 4, 2025

Budget Information

Projects:	I35424 Esper Library Renovation
Total Approved Project Budget:	\$2,410,421
Available Project Budget:	\$2,067,746
Requested Amount:	Not-To-Exceed \$518,130
Funding Source:	Facilities Fund, Libraries, Esper Library – R&M, Public Works Capital Project Support, Construction Services

Summary of Request

Purchasing, on behalf of the Library, recommends the award of a contract for Construction Management Services for the renovation of Esper Library to McCarthy & Smith, which was selected through MCD Architects as the lowest and most responsive bid. This contract includes Construction management and the Library will return to council for approval on subcontractor pricing and selection.

It is respectfully requested that Council authorize the award with immediate effect. The resulting contract shall not be binding until fully executed.

Background and Justification

The Esper Branch Library, located on Warren Avenue, has served the Dearborn community since its establishment in January 1953. Its last major expansion and renovation, completed in November 2000, brought the facility into alignment with the community's needs at the time. However, over two decades later, the building has suffered significant structural deterioration, including roof damage, window sills and frames in disrepair, and compromised walls. These issues present an urgent need for remediation to ensure the building's safety and functionality.

Both the Library and City administration have assessed the facility's current condition and unanimously agree that immediate attention is required. Beyond addressing structural issues, the facility's internal design no longer meets the demands of the community or the operational needs of library staff. Challenges include multiple inefficient entry points, outdated layouts limiting public space usability, and service stations poorly positioned in relation to natural traffic flow within the building. These inefficiencies restrict the library's capacity to deliver its full range of services effectively.

Although the Esper Branch has seen a modest increase in patronage this year, its overall traffic remains low compared to historical levels. This trend underscores the critical need for a revitalization effort to reestablish the branch as a vibrant hub of community activity. The proposed project would



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

modernize the facility and align it with current community priorities, particularly the growing demand for STEAM (Science, Technology, Engineering, Arts, & Math) programming, which is essential for family engagement and digital literacy.

Engaging an architecture firm to plan and guide these renovations is a pivotal first step. Professional expertise will ensure that the redesign not only addresses the immediate structural concerns but also reimagines the space to maximize its potential for long-term community benefit. This project represents a transformative opportunity to reinvigorate the Esper Branch Library, fostering renewed patron interest and positioning it as a cornerstone of innovation and learning for Dearborn residents.

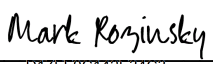
Following their engagement for A&E Services, MCD Architects played an integral role in preparing for the next phase of the renovation. As part of their contracted service, MCD Architects was responsible for bidding out the Construction Management (CM) services. This process ensured a competitive selection of a qualified firm to oversee the construction phase. The selected Construction Manager will work with the City to facilitate the bidding of sub-contractors for the actual construction work based on the bid documents designed by MCD Architects. This phased approach—design followed by the bidding of CM services—is intended to streamline the renovation process and ensure adherence to the approved design and budgetary requirements.

Through an ITB held by MCD Architects, (2) complete bids and (1) no bid was received. McCarthy & Smith were the lowest and most responsive bidder and have completed similar projects with the Redford and Plymouth libraries.

Procurement Process

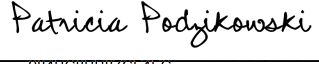
The procurement process was in accordance with the Procurement Ordinance Section 2-568 (6)e. Continuity of Professional Services, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.

Prepared By:

DocuSigned by:

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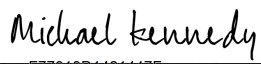
Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

 984BC8BB87CF4FC...

Patricia Podzikowski, Library
 Assistant Director

Budget Approval:

DocuSigned by:

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Initial


Michael Kennedy, Finance Director/Treasurer

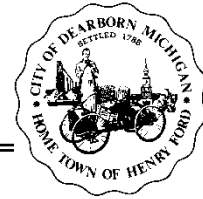
Corporation Counsel Approval:

DocuSigned by:

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Jeremy J. Romer, Corporation Counsel

MAYOR'S OFFICE



TO: CITY COUNCIL
FROM: MAYOR ABDULLAH H. HAMMOUD
SUBJECT: CONFERENCE OF WESTERN WAYNE MEMBERSHIP
DATE: OCTOBER 23, 2025

The Mayor's Office requests authorization to renew a city-wide membership with the Conference of Western Wayne (CWW) for the Fiscal Year 2025/2026. The cost of the city-wide membership is \$12,185.00, which is the same as last fiscal year.

Membership provides the City of Dearborn with a collective voice in the nation's capital on federal policy and advocacy issues that concern the City. Membership also networks the City's elected and top appointed officials with the experience and ability of municipal leaders nationwide and provides access to resources used to promote innovation and manage common issues such as Veteran homelessness, local job training programs, local water infrastructure projects, and other transportation programs.

Additionally, membership benefits include a weekly newsletter, attendance at annual meetings that offer educational opportunities, and an active website which provides members access to studies, reports, and information that can assist in improving performance.

The membership dues for FY25 are budgeted in city-wide account 101-1299-421-65.00.

Zaineb A. Hussein
Chief of Staff



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Recognize and appropriate 2026 Michigan Justice Training Fund Grant Award in the amount of \$18,000 in 101-2410-330.04-90, General Fund - Police Administration - Intergovernmental Revenue and appropriate the same in 101-2410-515.58-10 General Fund - Police Administration – Staff Training.

DEPARTMENT: Police

BRIEF DESCRIPTION: The Michigan Commission on Law Enforcement Standards (MCOLES), 2026 Michigan Justice Training Fund Grant Award will be utilized for the training of police personnel related to effective communication with subjects experiencing mental health concerns.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Dearborn Police Department applied for and received the Michigan Commission on Law Enforcement Standards (MCOLES), 2026 Michigan Justice Training Fund Grant Award in the amount of \$18,000. This is a reimbursement grant with a local match of 25% or \$6,000 required. The total grant package is \$24,000.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: Grant funding will be utilized for the training of police personnel related to effective communication with subjects experiencing mental health concerns.

IMPLEMENTATION TIMELINE: The grant funding will be utilized between 1/1/26 and 12/31/26.

COMPLIANCE/PERFORMANCE METRICS: The grant will be managed by the police department in conjunction with the city's finance department.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: 2026 Michigan Justice Training Grant Funding
DATE: October 21, 2025

Summary of Request

We request that the Finance Director be authorized to recognize \$18,000 in 101-2410-330.04-90, General Fund - Police Administration - Intergovernmental Revenue and appropriate the same in 101-2410-515.58-10 General Fund - Police Administration – Staff Training.

Background and Justification

The City of Dearborn Police Department applied for and received the Michigan Commission on Law Enforcement Standards (MCOLES), 2026 Michigan Justice Training Grant fund in the amount of \$18,000. This is a reimbursement grant with a local match of 25% or \$6000 required. The total grant package is \$24,000.

Grant funding will be utilized for the training of police personnel related to effective communication with subjects experiencing mental health concerns.

Signature Page

Prepared By:

Signed by: Andrew Galuszka [Initial MB]
Andrew Galuszka, Police Lieutenant

Department Approval:

DocuSigned by: Issa Shakin
Issa Shakin, Police Chief

Budget Approval:

DocuSigned by: Michael Kennedy [DS MHA]
Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by: Jeremy J. Roemer
Jeremy J. Roemer, Corporation Counsel

Philanthropy and Grants

Signed by: Maria Willett
Maria Willett, Director of Philanthropy & Grants



EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Request to recognize and appropriate 2026 Michigan JAG Grant Funding

DEPARTMENT: Police

BRIEF DESCRIPTION: The Michigan State Police (MSP), Grants and Community Services Division, Byrne Justice Assistance Grant (JAG) will be utilized for an education and intervention program pertaining to reckless and distracted driving among young drivers.

PRIOR COUNCIL ACTION: N/A

BACKGROUND: The Dearborn Police Department applied for and received a federal grant from The Michigan State Police (MSP), Grants and Community Services Division, Byrne Justice Assistance Grant (JAG). This award is for the 2026 Byrne Justice Assistance Grant (JAG) in the amount of \$53,785.00. This is a reimbursement grant with no local match required.

We request that the Finance Director be authorized to recognize \$53,785.00 in 101-2410-330.04-90, General Fund - Police Administration - Intergovernmental State Revenue and appropriate the same in 101-2410-511.98-00 General Fund - Police Administration.

FISCAL IMPACT: N/A

COMMUNITY IMPACT: The grant will be utilized to facilitate an education and intervention program with the 19th District Court, community partners, and schools. A driving simulator from Oakland Community College will allow students to experience realistic driving scenarios and learn about the dangers of reckless and distracted driving.

IMPLEMENTATION TIMELINE: Immediate upon approval.

COMPLIANCE/PERFORMANCE METRICS: The grant will be managed by the police department in conjunction with the city's finance department.



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: 2026 State of Michigan Justice Assistance Grant (JAG)
DATE: October 20, 2025

Budget Information

Requested Amount: \$53,785.00

Summary of Request

We request that the Finance Director be authorized to recognize \$53,785.00 in 101-2410-330.04-90, General Fund - Police Administration - Intergovernmental Federal Revenue and appropriate the same in 101-2410-511.98-00 General Fund - Police Administration.

Background and Justification

The City of Dearborn applied for and received a state grant from the Michigan State Police (MSP), Grants and Community Services Division. This is an inter-governmental agreement with the Michigan State Police (MSP), Grants and Community Services Division to distribute funds to the City of Dearborn. The award amount for the City of Dearborn is \$53,785.00. This is a reimbursement grant with no local match required.

This grant will be utilized to facilitate an education and intervention program addressing dangerous driving behaviors. The focus audience is local teen drivers, including those referred from the 19th District Court. A driving simulator will allow students to experience various simulated environments and encounter realistic scenarios such as texting while driving and speeding. The simulator allows students to understand the immediate and severe consequences of poor driving decisions in a controlled environment.



EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

Signed by: Andrew Galuszka Initial MB
Andrew Galuszka, Police Lieutenant

Department Approval:

DocuSigned by: Issa Shakin
Issa Shakin, Police Chief

Budget Approval:

DocuSigned by: Michael Kennedy DS MHA
Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by: Jeremy Romer
Jeremy J. Romer, Corporation Counsel

Philanthropy & Grants Approval:

Signed by: Maria Willett
Maria Willett, Director of Philanthropy & Grants

STATEMENT OF WORK

JAG-72495-Dearborn Police Department-2026

Project Description

The Dearborn Police Department, in partnership with the 19th District Court, local schools (public, private, and parochial), ACCESS, AAA, the Oakland County Police Academy, and other community partners, proposes a comprehensive driving education and early-intervention program for Dearborn's younger drivers. This initiative aims to reduce dangerous driving behaviors among youth aged 14 to 22 through targeted education, simulation-based training, and positive engagement.

Working closely with School Resource Officers (SROs) and the 19th District Court, the program will identify young drivers who have demonstrated high-risk behavior—such as receiving citations for speeding, careless, or reckless driving—through citation data and court referrals. These individuals will be enrolled in a two-part intervention program. The first component involves structured driver safety education, jointly led by ACCESS, AAA, and SROs. The second component features immersive driving simulation experiences, provided in partnership with the Oakland County Police Academy. The simulator will present real-world driving scenarios and consequences of poor driving behavior in a safe, educational environment. This dual approach is intended to shift attitudes and improve decision-making behind the wheel before these drivers are involved in serious or fatal accidents.

Additionally, the driving simulator will rotate through each school in Dearborn for a two-week period, allowing all prospective and newly licensed student drivers to experience simulated driving with guidance from instructors and SROs. This pre-driver's education exposure helps prepare students before they enter a vehicle for the first time. This program is proactive and educational rather than punitive, creating an opportunity to build trust with youth and intervene before tragedy occurs. By promoting peer-supported learning and helping young drivers recognize the consequences of risky behavior, the program encourages safer habits and builds long-term resilience in future drivers.

Why This Proposal Is Necessary

While enforcement measures such as citations and traffic stops remain in place, they often come after dangerous behavior has already occurred. This proposal is necessary to address the growing issue of reckless driving at its root. By identifying and intervening with at-risk youth early, this initiative reduces the likelihood of future collisions, serious injuries, and fatalities. The program responds to local data showing high crash rates among young drivers and shifts the approach from reactive to preventive.

How This Differs from Current Practice

Currently, traffic violations are primarily addressed through enforcement and legal consequences. This proposal introduces a new layer of positive intervention by pairing enforcement data with educational outreach. Instead of punitive action alone, this program offers young drivers an opportunity to reflect, learn, and improve before further infractions or accidents occur. It also reaches students before they are even licensed, unlike existing programs which tend to focus on post-incident interventions.

Partnership Commitments and Roles

- Dearborn Police Department & School Resource Officers (SROs): Program coordination, data tracking, class scheduling, and simulator deployment.
- 19th District Court: Identify eligible participants and refer young drivers requiring intervention.
- ACCESS & AAA: Provide culturally relevant education, support instruction, and deliver materials.
- Oakland County Police Academy: Supply and staff the driving simulator; assist with technical and experiential training.
- Local Schools: Host simulator sessions and coordinate participation among students.
- Community organizations, Dearborn Police Department Explorers and Interns, and youth leaders will participate in planning and delivering peer education components.

Management Plan

The project will be managed by the Dearborn Police Department, with the lead role assigned to the SROs. A centralized schedule will be developed in partnership with school administrators and Oakland County Police Academy staff to rotate the simulator through each school. Coordination meetings will occur monthly to review participant data, track outcomes, and adjust delivery as needed.

Flow of Program Oversight:

STATEMENT OF WORK

Attachment 2

1. Identification: 19th District Court and PD identify high-risk youth from citation and court records.
2. Enrollment: SROs coordinate enrollment and scheduling.
3. Education Component: Youth attend educational sessions led by ACCESS, AAA, and SROs.
4. Simulation Component: Participants complete simulation training with Oakland County Police Academy.
5. School-Based Education: Simulator rotates through each school for broad outreach.
6. Follow-up and Evaluation: Progress tracked, and impact measured through reduced infractions and participant feedback.

Cost Benefits

The long-term savings from this initiative are significant. Reducing youth-involved crashes will lower insurance claims, emergency medical response costs, and legal processing expenses. Fewer citations and collisions will also reduce demands on police, fire, and court resources. Most importantly, the program can help prevent devastating injuries and loss of life, which have immeasurable personal and economic costs. Early education and behavior change now will result in long-term public safety and fiscal savings for the city.

Project Timeline

Attachment 2-A

JAG-72495-Dearborn Police Department-2026

First Quarter:

Implementation Activities:

Receive grant award and initiate planning (Grant coordinator will be responsible for this).

Conduct meetings with:

Dearborn school executives to define educational objectives (SRO's & SRO Supervisor will be responsible for this).

19th District Court judges and probation staff to create driver identification criteria (via court liaison officer).

AAA and ACCESS to develop driver safety and awareness information packets (SRO Supervisor & training office).

Oakland Police Academy to schedule simulator access (SRO Supervisor working with Oakland)

Second Quarter:

Implementation Activities:

Launch driving simulator program at Dearborn Police Department for high-risk drivers identified through court referrals (training office and court liaison officer will work to scheduled for simulator).

Begin education sessions in partnership with AAA and ACCESS (training office and court liaison to implement this).

Chief of Police and SROs to participate in public presentations and school board meetings.

Third Quarter:

Implementation Activities:

Begin rotating simulator sessions across six Dearborn schools (public, private, and parochial)(SRO supervisor will create master list with SRO's for respective school and communicate that schedule to Oakland).

Work with Oakland Police Academy to schedule two-week blocks per school (SRO supervisor will communicate schedule to Oakland).

Continue referral of high-risk drivers through court partnerships (court liaison officer will work with training office to compile

Fourth Quarter:

Implementation Activities:

Conclude simulator program with a final community session at the Dearborn Police Department (training office and Oakland).

Continue distribution of educational materials in police lobby and local events (SRO's and Training Office).

Begin post-program review and evaluation (SRO's and SRO supervisor, Training office, Court liaison, Grant coordinator, Oakland County).

MSP PROJECT # JAG-72495-Dearborn Police Department-2026

View at 100% or Larger
Use WHOLE DOLLARS Only

PROGRAM Road Safety Starts Here: A Program for Driver Education and Awareness			DATE PREPARED 10/14/2025		Page 1	Of 1
CONTRACTOR NAME City of Dearborn			BUDGET PERIOD From: 10/01/2025 To: 09/30/2026			
MAILING ADDRESS (Number and Street) 16901 Michigan Avenue			BUDGET AGREEMENT [] ORIGINAL [] AMENDMENT			
CITY Dearborn	STATE Michigan	ZIP CODE 48126	UNIQUE ENTITY IDENTIFIER: MS9FCMQQW9J1			
EXPENDITURE CATEGORY					TOTAL BUDGET	
1. SALARIES & WAGES		\$8,025.00	\$0.00		\$8,025.00	
2. FRINGE BENEFITS		\$0.00	\$0.00		\$0.00	
3. TRAVEL		\$0.00	\$0.00		\$0.00	
4. SUPPLIES & MATERIALS		\$12,500.00	\$0.00		\$12,500.00	
5. CONTRACTUAL (Subcontracts/Subrecipients)		\$18,360.00	\$0.00		\$18,360.00	
6. EQUIPMENT		\$14,900.00	\$0.00		\$14,900.00	
7. OTHER EXPENSES		\$0.00	\$0.00		\$0.00	
8. TOTAL DIRECT EXPENDITURES (Sum of Lines 1-7)		\$53,785.00	\$0.00		\$53,785.00	
9. TOTAL EXPENDITURES		\$53,785.00	\$0.00		\$53,785.00	
SOURCE OF FUNDS						
10. STATE AGREEMENT		\$53,785.00			\$53,785.00	
11. LOCAL			\$0.00		\$0.00	
14. TOTAL FUNDING		\$53,785.00	\$0.00		\$53,785.00	

**MICHIGAN STATE POLICE
GRANTS MANAGEMENT DIVISION
PROGRAM BUDGET - COST DETAIL SCHEDULE
MSP PROJECT # JAG-72495-Dearborn Police Department-2026**

PROGRAM Road Safety Starts Here: A Program for Driver Education and Awareness	BUDGET PERIOD From: 10/01/2025 To: 09/30/2026		DATE PREPARED 10/14/2025
CONTRACTOR NAME City of Dearborn	BUDGET AGREEMENT ORIGINAL AMENDMENT		AMENDMENT # N/A

1. SALARY & WAGES POSITION DESCRIPTION	COMMENTS	POSITIONS REQUIRED	TOTAL SALARY
School Resource Officer / Training Officer	This is for a school resource officer or training officer to attend 10 community outreach programs on an overtime rate		2500.0000
School Resource Officer / Training Officer	This is for a school resource officer or training officer to attend 10 community outreach programs on an overtime rate		2500.0000
School Resource Supervisor / Training Supervisor	This is for a school resource supervisor or training supervisor to attend 10 community outreach programs on an overtime rate		3025.0000
	1. TOTAL SALARY & WAGES:		8025.0000

2. FRINGE BENEFITS (Specify)					
FICA	LIFE INS.	DENTAL INS.	COMPOSITE RATE	N/A	
UNEMPLOY INS.	VISION INS.	WORK COMP.	AMOUNT	%	
RETIREMENT	HEARING INS.				
HOSPITAL INS.	OTHER (specify)				
2. TOTAL FRINGE BENEFITS:					

3. TRAVEL	
3. TOTAL TRAVEL:	

4. SUPPLIES & MATERIALS	
resource information on safe driving	
4. TOTAL SUPPLIES & MATERIALS:	12500.0000

5. CONTRACTUAL (Specify Subcontracts/Subrecipients)			
<u>Name</u>	<u>Address</u>	<u>Amount</u>	
Oakland Police Academy	2900 Featherstone Road Auburn Hills Michigan 48326	18360.0000	
5. TOTAL CONTRACTUAL:			18360.0000
6. EQUIPMENT (Specify items)			
Driving Simulator rental			
6. TOTAL EQUIPMENT:			14900.0000
7. OTHER EXPENSES			
7. TOTAL OTHER:			
8. TOTAL DIRECT EXPENDITURES (Sum of Totals 1-7)		8. TOTAL DIRECT EXPENDITURES:	53785.0000
9. TOTAL EXPENDITURES (Sum of lines 8-9)			53785.0000
Use Additional Sheets as Needed			



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Authorize the extension of the 911 Phone System Contract with Intrado for CY 2025.

DEPARTMENT:

Police Department' in conjunction with Purchasing.

BRIEF DESCRIPTION:

It is respectfully requested that Council authorize the extension of the Intrado 911 phone system contract for 2025. The primary reason for requesting the Intrado extension is to avoid gaps in service. The Intrado system must continue to provide the necessary phone system capabilities to the Primary Service Answering Point (PSAP), or 911 Dispatch, to ensure the community continues to receive 911 service while the new Central Square system is set up and tested.

PRIOR COUNCIL ACTION: CR 4-183-25 - The 911 phone system replacement was awarded to Central Square,

BACKGROUND:

The contract with Intrado expired in December of 2024. A Request For Proposal was published in January, when the decision was made to adopt an updated 911 phone system. The RFP process took four months, and the onboarding process of the Central Square system will take six to seven months; during which time the Intrado will continue providing the necessary phone system. Having both systems will provide uninterrupted, critical public safety infrastructure during the lengthy transition period to the new Central Square system.

FISCAL IMPACT: \$55,802

COMMUNITY IMPACT:

Using Intrado through 2025 allowed the Primary Service Answering Point (PSAP), 911 Dispatch, to continue providing the community with 911 Service pending the onboarding of the upgraded Central Square system.

IMPLEMENTATION TIMELINE:

Requesting immediate effect.

COMPLIANCE/PERFORMANCE METRICS: Police Department will monitor the balance of this service contract.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council

FROM: City Clerk's Office

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Authorize the Extension of the 911 Phone System Contract with Intrado for CY2025

DATE: November 3, 2025

Budget Information

Adopted Budget:	\$69,400
Amended Budget:	\$69,400
Requested Amount:	\$55,802
Funding Source:	General Fund, Police, Dispatch, Telephone Equipment
Supplemental Budget:	N/A

Summary of Request

The Police Department, in conjunction with Purchasing, recommends the extension of the 911 Phone System Contract with Intrado for CY 2025

It is respectfully requested that Council authorize the extension of the Intrado 911 phone system contract for 2025. The replacement system, awarded to Central Square, was authorized by Council in April, (CR 4-183-25). Immediate effect is requested in order to avoid gaps in service.

Background and Justification

The contract with Intrado expired in December of 2024. A Request For Proposal was published in January, when the decision was made to adopt an updated 911 phone system. The RFP process took four months, and the onboarding process of the Central Square system will take six to seven months; during which time the Intrado will continue providing the necessary phone system. Having both systems will provide uninterrupted, critical public safety infrastructure during the lengthy transition period to the new Central Square system.

It is respectfully requested that Council authorize the extension of the Intrado 911 phone system contract for 2025. The primary reason for requesting the Intrado extension is to avoid gaps in service. The Intrado system must continue to provide the necessary phone system capabilities to the Primary Service Answering Point (PSAP), or 911 Dispatch, to ensure the community continues to receive 911 service while the new Central Square system is set up and tested.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Prepared By:

DocuSigned by:

Jay Andrews

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Jay Andrews, Sr. Buyer

Department Approval:

DocuSigned by:

Issa Shahin

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Issa Shahin, Police Chief

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Award of contract to Partners in Architecture Police Locker Rooms Design

DEPARTMENT: Police Department, In conjunction with Purchasing

BRIEF DESCRIPTION:

The Police Department, in conjunction with Purchasing, recommends the award of a contract for the design of new locker rooms, to Partners In Architecture (PIA). The PIA proposal was voted on, and selected following short-list interviews of the three firms receiving the highest scores.

PRIOR COUNCIL ACTION:

None

BACKGROUND:

Police Department personnel currently utilize a women's locker room which is situated off of the police garage and men's locker room located in the basement of the building. The women's locker room contains 29 lockers with only 8 available lockers for future personnel. This space is limited in size and any expansion would be extremely challenging, perhaps impossible, due to its location.

The men's locker room contains 216 lockers of which 180 are in use. 25 of the 216 lockers are in need of repair or replacement leaving only 11 available lockers for future personnel. The main locker room area is in need of a complete renovation. Both men's and women's locker room restrooms and shower facilities are in need of complete renovation as well.

FISCAL IMPACT:

- \$164,720
-

COMMUNITY IMPACT: It is strongly believed that having a new and modern men's and women's locker room facility will attract more potential candidates to join the Dearborn Police Department. Having a larger locker room facility equipped with an adequate number of lockers would accommodate potential personnel growth of the Police Department.

IMPLEMENTATION TIMELINE: The design will take four months to complete.

COMPLIANCE/PERFORMANCE METRICS: Police Department staff will oversee adherence to the contract terms.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Award of Contract for Police Locker Room Design
DATE: November 3, 2025

Budget Information

Projects:	K22606 – Police Facility Updates
Total Approved Project Budget:	\$1,000,000
Available Project Budget:	\$1,000,000
Requested Amount:	\$164,720
Funding Source:	Facilities Fund, Administration, Public Works, Capital Project Support, Undistributed Appropriations
Supplemental Budget:	N/A

Summary of Request

The Evaluation Team, on behalf of the Police Department, recommends the award of contract to Partners In Architecture (PIA), for the Design of New Locker Rooms. The contract shall be a one-time purchase.

It is respectfully requested that Council approve the award of contract to Partners In Architecture for the Design of New Locker Rooms. The resulting contract shall not be binding until fully executed.

Background and Justification

Police Department personnel currently utilize a women's locker room which is situated off of the police garage and men's locker room located in the basement of the building. The women's locker room contains 29 lockers with only 8 available lockers for future personnel. This space is limited in size and any expansion would be extremely challenging, perhaps impossible, due to its location.

The men's locker room contains 216 lockers of which 180 are in use. 25 of the 216 lockers are in need of repair or replacement leaving only 11 available lockers for future personnel. The main locker room area is in need of a complete renovation. Both men's and women's locker room restrooms and shower facilities are in need of complete renovation as well.

It was determined that a new men's and women's locker room addition to the existing building would better accommodate police personnel. Partners In Architecture (PIA) would be responsible for the design of the facility.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Procurement Process

Purchasing solicited proposals with process details as follows:

Process:	Request for Proposal
Issue Date:	July 18, 2025
Deadline Date:	July 30, 2025
Vendors Solicited:	18
Proposals Received:	5

Final Evaluation Results

The proposals were evaluated in depth by the evaluation team. The evaluation criteria included; Experience, Cost, References, Design Examples.

The RFP scoring results:

Proposer	Total Points
Redstone	231
A3C	220
Partners In Architecture (PIA)	215
cdpa	200
Straub Pettitt Mann	173

Following the proposal reviews and scoring by the Voting Members of the Evaluation Team, a Short List of the top three scoring firms was created. The three firms, PIA, A3C and Redstone, were interviewed, and based on the interviews and proposal content, Partners In Architecture was selected as the best firm to contract for the locker room architectural services.

The procurement process was in accordance with Section 2-568 (10), Request For Proposal, and all internal policies and procedures. The Purchasing Division requests approval to proceed with the procurement.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Signature Page

Voting Members of the Evaluation Team

Signed by:

John Kostiuk

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John Kostiuk, Dearborn Police

Signed by:

Jordan Cobbs

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Jordan Cobbs, Dearborn Police

Signed by:

Christie Mlynarczyk

8FC1FB410861400...

Christie Mlynarczyk, Dearborn Police

Signed by:

Brandon Nichols

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Brandon Nichols, Dearborn Police

Signed by:

Brittany Fryckland

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Brittany Fryckland, Dearborn Police

Resources Members of the Evaluation Team

DocuSigned by:

Mehdi Al-Hassan

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Mehdi Al-Hassan, Acct, Finance

DocuSigned by:

Jay Andrews

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Jay Andrews, Purchasing

DocuSigned by:

Jeremy Romer

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Jeremy J. Romer, Corporation Counsel

Budget Approval:

DocuSigned by:

Michael Kennedy

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Michael Kennedy, Finance Director/Treasurer

Department Approval:

DocuSigned by:

Issa Shakin

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Issa Shakin, Police Chief



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect is Requested

REQUEST: Approval to allocate additional funds to the existing Facility Maintenance and Repair contract with De-Cal for the installation twelve (12) fan coil units at O'Reilly Manor.

DEPARTMENT: Public Works and Facilities, in conjunction with Purchasing

BRIEF DESCRIPTION: Authorization is requested to increase the contract with De-Cal by \$118,550 for the installation of twelve (12) fan coil units in apartments units at O'Reilly Manor.

PRIOR COUNCIL ACTION: CR 9-497-23 approved a contract with De-Cal effective 10/9/2023 to 10/8/2025, with 3 optional one-year renewals.

BACKGROUND: Project# H45616 has been setup for Apartment HVAC Replacements at O'Reilly Manor and Sareini Manor. The HVAC systems in the apartments are original to the building, built in 1976. This phase of the project includes the replacement of one riser consisting of twelve (12) apartments at O'Reilly Manor. The new fan coil units will provide improved heating and cooling for the apartments.

FISCAL IMPACT: The total award requested is \$118,550 for the installation on the twelve(12) fan coil units under Project H45616-Apartment HVAC Replacements.

COMMUNITY IMPACT: Upgrading the heating and cooling systems will enhance comfort, energy efficiency, and reliability for residents, ensuring a safe and habitable living environment.

IMPLEMENTATION TIMELINE: The new fan coil units are expected to be delivered in mid-November. Installation will begin upon receipt of materials.

COMPLIANCE/PERFORMANCE METRICS: All work will be inspected and verified by on-site maintenance staff at O'Reilly Manor. Required City permits will be obtained prior to installation.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Addition of Funds to the Existing De-Cal Contract for Facility Maintenance and Repair
DATE: October 27, 2025

Budget Information

Project:	H45616 Apartment HVAC Replacements
Total Approved Project Budget:	\$748,390.00
Total Available Project Budget:	\$680,499.56
Requested Amount:	\$118,550.00
Funding Source:	Srs Apt Operating Fund, Housing, Public Works, Capital Project Support, Undistributed Appropriations

Summary of Request

The City currently has a Facility Maintenance and Repair contract with De-Cal. The Housing Division of DPW, in conjunction with Purchasing, recommends the additional allocation of \$118,550 to De-Cal for the installation of twelve (12) fan coil units to be installed in apartment units at O'Reilly Manor.

It is respectfully requested that Council authorize the additional expenditures with Immediate effect in order to begin the project immediately.

Background and Justification

This request is for authorization to award additional funds to De-Cal to be used to install twelve (12) new fan coil units at O'Reilly Manor as part of the HVAC replacement project. The fan coil units are expected to be delivered in mid-November, and prompt authorization will enable installation to begin immediately upon receipt of materials, minimizing disruption to residents and ensuring timely completion.

Prepared By:

Signed by:

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Jason Pich, Buyer**Department Approval:**

DocuSigned by:

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Tim Hawkins, Director of Public Works**Budget Approval:**

DocuSigned by:

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Michael Kennedy, Finance Director/Treasurer

Initial

Corporation Counsel Approval:

DocuSigned by:

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Immediate Effect Requested

REQUEST: Additional Expenditures for Water Main Replacement & Asphalt Street Resurfacing-Phase 3 – 2025 (Dearborn Job No. 2024-019) to Diponio Contracting LLC.

DEPARTMENT: The Department of Public Works & Facilities/Engineering Division, in conjunction with Purchasing

BRIEF DESCRIPTION: The Department of Public Works & Facilities – Engineering Division is requesting to add additional expenditures to the existing Water Main Replacement & Asphalt Street Resurfacing-Phase 3 contract with Diponio Contracting LLC for Change Order #1 in the amount of \$560,000.00. The water main will be constructed by the City under change order #1 for Phase 3 to allow the new Access Recovery Center development to tap its fire suppression and domestic water services.

PRIOR COUNCIL ACTION: 5-248-25, 8-418-25

BACKGROUND:

The proposed ACCESS Recovery Center, located at 10149 Michigan Avenue, requires the construction of a new 8-inch diameter water main to serve the development and the neighborhood.

The water main will be constructed by the City under change order #1 for Water Main & Asphalt Resurfacing Phase 3 - 2025 job# 2024-019 project to allow the new development to tap its fire suppression and domestic water services. Prior to the construction of the water main by the City, the City already executed a 20-foot wide easement dedication for the water main within ACCESS's property of 10149 Michigan Avenue.

FISCAL IMPACT:

- Change Order #1 in the amount of \$560,000
-

COMMUNITY IMPACT:

- The aged 6-inch diameter existing water main will be replaced with new 8-inch and 12-inch diameter water mains.
 - Deteriorated streets will be resurfaced with new asphalt, curb, and gutter pavement.
 - Lead water service lines will be replaced from the City's new water main to 18 inches inside basements (which is up to the water meters in most cases).
-

IMPLEMENTATION TIMELINE: Project is ongoing

COMPLIANCE/PERFORMANCE METRICS:

Contract will be monitored by the Engineering Project Team.

**FINANCE****EXECUTIVE SUMMARY AND MEMORANDUM**

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Request for additional expenditures for Water Main Replacement and Asphalt Street Resurfacing, Phase 3 – 2025 (Dearborn Job No. 2024-019)
DATE: October 31, 2025

Budget Information

Project:	Q74091 – Street Resurfacing & Water Main
Total Approved Project Budget:	\$6,872,476
Available Project Budget:	\$6,872,476
Requested Amount:	\$560,000
Contingency Amount:	\$28,000
Funding Source:	Local Streets and Water Funds – Capital Project Support
Supplemental Budget:	N/A

Summary of Request

Purchasing, on behalf of the Department of Public Works/Engineering Division, recommends the request for additional expenditures for water main replacement and asphalt street resurfacing with Diponio Contracting LLC for change order #1 in the amount of \$560,000.

It is respectfully requested that Council authorize the additional expenditures with immediate effect. The resulting change order shall not be binding until fully executed.

Background and Justification

The proposed water main is crucial to allow the new development to tap its fire suppression and domestic water services, build two (2) new fire hydrants at Porath and Eugene Streets, and reconnect the water services of the existing businesses at 10221 Michigan Avenue and 10001 Michigan Avenue. Currently the aged water mains on Eugene and Porath Streets are in a deteriorating condition which affects the water pressure at existing fire hydrants and the ability to tap any new water service into these mains.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

Prepared By:

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Mark Rozinsky
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Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:
Tim Hawkins
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Tim Hawkins, Director of Public Works & Facilities

DocuSigned by:
Soud El-Jamaly
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Soud El-Jamaly, City Engineer

Budget Approval:

DocuSigned by:
Michael Kennedy
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Michael Kennedy, Finance Director/Treasurer

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CJ

Corporation Counsel Approval:

DocuSigned by:
Jeremy Romer
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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Renewal of Contract with De-Cal Inc for Sewer/Storm/CSO Facility Equipment Maintenance

DEPARTMENT: Department of Public Works and Facilities/Engineering Division, in conjunction with Purchasing.

BRIEF DESCRIPTION:

The Department of Public Works, in conjunction with Purchasing, recommends the renewal of the existing service contract from De-Cal Inc, for Sewer/Storm/CSO Facility Equipment Maintenance and Repair

PRIOR COUNCIL ACTION:

CR 9-497-23 Approved a two-year contract effective 10-9-23, with 3 one-year renewals.

BACKGROUND:

De-Cal provides maintenance services including plumbing and pipe fitting for the Sewer, Storm, and CSO facilities. They are on call 24/7 and available for emergencies. The maintenance of these buildings is critical to the operation of the Sewerage departments. We are requesting the extension of their contract in order to ensure the buildings continue to run properly and issues can be addressed quickly to avoid any interruption to services provided to residents.

FISCAL IMPACT:

Not to exceed \$300,000

COMMUNITY IMPACT:

Water main break repairs are completed correctly and efficiently, minimizing disruptions to residents and businesses.

IMPLEMENTATION TIMELINE:

Maintenance/Repair services will continue without interruption.

COMPLIANCE/PERFORMANCE METRICS:

The Department of Public Works & Facilities – Sewerage Division will confirm quality of services provided.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Renewal of Contract for Sewer/Storm/CSO Facilities Maintenance
DATE: October 27th, 2025

Budget Information

Adopted Budget: \$812,250
 Amended Budget: \$901,056
 Requested Amount: \$300,000
 Funding Source: Sewer Fund, Sewerage, Contractual Services, Other Services
 Supplemental Budget: N/A

Summary of Request

The Department of Public Works, in conjunction with Purchasing, recommends the first one-year renewal of services from De-Cal Inc for Sewer Facility/Equipment Maintenance and Repair. The two-year contract expired 10/8/25, and this renewal would be the first year of 3 available renewals on the original contact.

It is respectfully requested that Council authorize this renewal with immediate effect, so as to not interrupt service.

Background and Justification

De-Cal provides maintenance services including plumbing and pipe fitting for the Sewer, Storm and CSO facilities. They are on call 24/7 and available for emergencies. The maintenance of these buildings is critical to the operation of the CSO and Sewerage departments. We are requesting the extension of their contract in order to ensure the buildings continue to run properly and issues can be addressed quickly to avoid any interruption to services provided to residents.

Prepared By:

DocuSigned by:

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 Mark Rozinsky, Purchasing Manager

Department Approval:

DocuSigned by:

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 Tim Hawkins, Director/DPW

Budget Approval:

DocuSigned by:

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 Michael Kennedy, Finance Director/Treasurer

Corporation Counsel Approval:

DocuSigned by:

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 Jeremy J. Romer, Corporation Counsel

EXECUTIVE SUMMARY



Immediate Effect is Requested.

REQUEST: Award of contract for the Supply & Installation of an Audio-Visual (AV) System in a DPW Conference Room

DEPARTMENT: Department of Public Works

BRIEF DESCRIPTION: Authorize the purchase of an AV System install at DPW

PRIOR COUNCIL ACTION: None

BACKGROUND: The DPW Conference Room was built as part of the Engineering Project in 2025. During the initial project, only monitors were mounted on the wall, leaving no way to project materials for meetings or training. Upgrading the room with a professionally designed AV system from TEL Systems will significantly enhance our ability to deliver effective training, support evolving learning needs, and strengthen the professional image of our department.

FISCAL IMPACT:

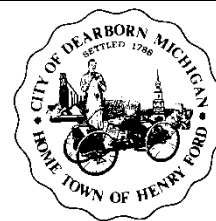
\$40,938

IMPACT TO COMMUNITY: The DPW Conference Room upgrades will ensure employees have the necessary tools to excel in their roles, benefiting residents through enhanced future training capabilities. The new AV system will enable city employees to conduct essential meetings improving workflow and operational efficiency within the Department of Public Works (DPW).

IMPLEMENTATION TIMELINE: Fall of 2025

COMPLIANCE/PERFORMANCE METRICS: DPW staff will oversee the project progress and adherence to the contract scope.

FINANCE DEPARTMENT --- PURCHASING DIVISION



TO: City Council

FROM: City Administration

VIA: Mayor Abdullah H. Hammoud.

SUBJECT: Authorization to Install an Audio-Visual System in a DPW Conference Room

DATE: November 3, 2025

Budget Information

Projects:	J28124 – Department of Public Works Facility Updates
Total Approved Project Budget:	\$2,082,042
Available Project Budget:	\$476,325
Requested Amount:	\$40,938
Funding Source:	Facilities Fund, Public Works, Administration, Capital Project Support, Construction Services, Construction Contractor
Supplemental Budget:	N/A

Summary of Request

The Department of Public Works, in conjunction with Purchasing, recommends issuing a contract to TEL Systems for the supply and installation of an Audio-Visual System in a DPW Conference Room.

It is respectfully requested that Council authorize the award. Immediate effect is requested, although the resulting contract shall not be binding until fully executed.

Background and Justification

The DPW Conference Room was built as part of the Engineering Project in 2025. During the initial project, only monitors were mounted on the wall, leaving no way to project materials for meetings or training. Upgrading the room with a professionally designed AV system from TEL Systems will significantly enhance our ability to deliver effective training, support evolving learning needs, and strengthen the professional image of our department. Investing in a comprehensive upgrade now will ensure long-term functionality and maximize the value of the space as a strategic resource for employee development.

Investing in a comprehensive upgrade now will ensure long-term functionality and maximize the value of the space as a strategic resource for employee development.

Procurement Process

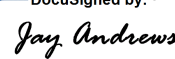
Purchasing requested bids with process details as follows:

Process:	Invitation to Bid
Issue Date:	September 15, 2025
Deadline Date:	September 30, 2025
Vendors Solicited:	391
Solicitations Obtained:	89
Bids Received:	4

DPW AV System	TOTAL BID
TEL Systems	\$40,938
Red Letter	\$42,056
Ina Display	\$45,997
CTI	\$49,040

This procurement is In accordance with Section 2-568 (5) of the Code of the City of Dearborn. TEL Systems was the most competitive of the four responsive and responsible contractors that submitted bids for this project.

Prepared By:

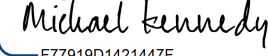
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Jay Andrews, Sr. Buyer

Department Approval:

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Tim Hawkins, DPW Director

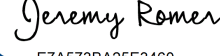
Budget Approval:

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Michael Kennedy, Treasurer & Finance Director

Initial



Corporation Counsel Approval:

DocuSigned by:

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Jeremy J. Romer, Corporation Counsel



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Acceptance of a vehicle donated by AAA Insurance

DEPARTMENT: Police Department

BRIEF DESCRIPTION:

AAA Insurance has offered to donate a 2024 Dodge Ram for use by the police department.

BACKGROUND:

AAA Insurance has a program where it donates vehicles to police departments that it partners with in the investigation of auto-theft related crimes. These vehicles are owned by AAA and ownership will be transferred to the City of Dearborn upon Council approval.

FISCAL IMPACT:

Routine vehicle maintenance.

IMPLEMENTATION TIMELINE:

The police department can take possession of the vehicle immediately.



FINANCE

EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council
FROM: City Administration
VIA: Mayor Abdullah H. Hammoud
SUBJECT: Acceptance of donated vehicle by AAA Insurance
DATE: November 13, 2025

Summary of Request

The Police Department is requesting approval to accept a 2024 Dodge Ram being donated by AAA Insurance for use by the Police Department.

Background and Justification

AAA Insurance has a program where it donates vehicles to police departments that it partners with in the investigation of auto-theft related crimes. These vehicles are owned by AAA and ownership will be transferred to the City of Dearborn upon Council approval.

Prepared By:

A handwritten signature in black ink, appearing to read "Timothy McHale", written over a horizontal line.

Timothy McHale, Police Commander

Department Approval:

DocuSigned by:
A handwritten signature in black ink, appearing to read "Issa Shahin", written over a horizontal line.
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Issa Shahin, Chief of Police

Finance Approval:

DocuSigned by:
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Michael Kennedy, Treasurer & Finance Director

Corporation Counsel Approval:

DocuSigned by:
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Jeremy Romer, Corporation Counsel

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk
From: City Council
Date: November 13, 2025
Subject: Council Acknowledgment-

The 34th City Council wishes to recognize Doctor Mohammad Ibrahim, for his assistance in saving a life of a resident at a local business, with a Council Citation supported unanimously. This item shall be given immediate effect.

A handwritten signature in black ink, appearing to read "Michael T. Sareini".

Michael T. Sareini
Council President



EXECUTIVE SUMMARY AND MEMORANDUM

REQUEST: Rezoning: 2727 S. Gulley Road (Parcel # 82-09-291-76-007)

DEPARTMENT: Economic Development

BRIEF DESCRIPTION:

- Existing Zoning: IB (Medium Industrial District)
 - Proposed Zoning: IA (Light Industrial District)
 - Planning Commission recommended approval of the request at the November 10th, 2025 meeting.
 - Planning & Zoning Division recommended approval to the Planning Commission.
-

PRIOR COUNCIL ACTION:

In 2016, City Council initiated a rezoning request to rezone 2727 S. Gulley Road, and four other adjacent properties, from IA to IB (C.R. # 16-1530).

BACKGROUND:

The proposed rezoning is consistent with the parcel's future land use designation of *Mixed-Use Centers: Artisan & Innovation*.

The rezoning would help bring the existing use of the property into conformity with the zoning district as indoor recreation centers are permitted uses within the IA zoning district (subject to special land use standards).

FISCAL IMPACT: N/A

COMMUNITY IMPACT:

The proposed rezoning will support a local business and reduce the intensity of the industrial zoning in an area of the city that abuts a city park.

IMPLEMENTATION TIMELINE:

Requires two readings by City Council.

COMPLIANCE/PERFORMANCE METRICS: N/A



EXECUTIVE SUMMARY AND MEMORANDUM

TO: City Council

FROM: Planning Commission

VIA: Mayor Abdullah H. Hammoud

SUBJECT: Rezoning: 2727 S. Gulley Road (Parcel # 82-09-291-76-007)

DATE: November 13th, 2025 (COW)

Summary of Request

The applicant is requesting to rezone 2727 S. Gulley Road from IB (Medium Industrial) to the IA (Light Industrial) zoning district. The property is ~4.606 acres and contains a 72,754 sq. ft. one-story structure used for an indoor recreation facility (Dearborn Racquet and Health Club).

In 2016, a City Council-initiated request rezoned 5 properties—including 2727 S. Gulley Road—from IA (Light Industrial) to IB (Medium Industrial) to expand their development flexibility and permitted land uses (PC Case #16-06). The Dearborn Racquet and Health Club (an indoor recreation center) was the only non-industrial use included in the rezoning request. At this time, the indoor recreation center would've been considered a nonconforming use in both the IA and IB zoning districts.

In 2024, a zoning language amendment was passed to permit indoor recreation centers, subject to special land use standards, in the IA zoning district (PC Case #24-20). As such, the applicant is requesting to rezone the property to bring the use into conformity with the property's zoning classification (See applicant's project narrative B-7).

Background and Justification

- Per the Master Plan, the future land use of the subject properties is *Mixed-Use Centers: Artisan & Innovation*. The proposed rezoning to Industrial A aligns with this designation as illustrated in the table below.

Zoning Districts	Future Land Use
	<i>Mixed-Use Centers</i>
	<i>Artisan & Innovation</i>
R-A One Family Residential	
R-B One Family Residential	
R-C Multiple Family Residential	
R-D Multiple Family Residential	
R-E Multiple Family Residential	
R-P Preservation	
O-S Business Office	
B-A Local Business	
B-B Community Business	
B-C General Business	☒
B-D Downtown	
I-A Light Industrial	☒
I-B Medium Industrial	☒
I-C Intensive Industrial	
I-D General Industrial	



EXECUTIVE SUMMARY AND MEMORANDUM

T-R Technology Research	☒
PUD, Planned Unit Development/Mixed Use	☒
FP, Floodplain	
VP, Vehicular Parking	
VPD, Vehicular Parking – Class A Auto Dealership	

- The Master Plan defines the *Mixed-Use Centers: Artisan & Innovation* designation as the following:

“A flexible category which allows for a combination of small and medium-sized artist, artisan and other-related creative businesses. Spaces include a live-work environment and a mix of supporting uses.”

- Existing on site is a nonconforming indoor recreation center which is currently not a permitted use within the IB Zoning District.
 - o As indoor recreation centers are a permitted use within the IA district, subject to Special Land Use (SLU) standards and approval, rezoning the property would bring the parcel’s current use into conformity with the zoning district.
 - o The Zoning Ordinance places strict limitations on modifications to nonconforming uses. Rezoning the property would permit improvements to the site. However, modifications would still require compliance with applicable site development standards and be subject to the Planning Commission’s review and approval (since it is a Special Land Use).
- The proposed rezoning does not necessarily fit the criteria for spot zoning, but it would create an inconsistent zoning pattern as shown in Exhibit B-4. However, there is a group of IA-zoned properties, to the south of the subject property starting at 2941 S. Gulley Road, that this request would be consistent with.
- The proposed rezoning is consistent with the Master Plan’s long-term strategy of repositioning industrial properties for varied and flexible uses.

IB to IA Comparison

- An overview of differences in the development regulations between the IA and IB districts are provided in Exhibit B-8.
- An overview of the uses permitted by right and subject to Special Land Use approval in the IB and IA districts are provided in Exhibit B-9.
 - o The IA district permits lighter-intensity uses which would be more compatible with the adjacent Crowley Park.
 - o The uses permitted in the IA district are generally considered to be compatible with the adjacent industrial-zoned and used properties.



EXECUTIVE SUMMARY AND MEMORANDUM

Recommendation:

After due consideration and a public hearing on November 10th, 2025 the following recommendation was made by the Planning Commission:

A motion was made by Commissioner Phillips, supported by Commissioner Easterly to approve the request of Ali Makki, on behalf of S. Gulley Realty LLC, to rezone 2727 S. Gulley Road (Parcel # 82-09-291-76-007) from IB (Medium Industrial District) to the IA (Light Industrial) zoning district. Upon roll call the following vote was taken: Yes: (8) (Commissioners Abdallah, Abdulla, Easterly, Fadlallah, King, Mohamad, Phillips & Saymuah). No: (0). Absent: (1) (Commissioner Kadouh). The motion was adopted.

Signature Page

Prepared by:

A handwritten signature in cursive script that reads "Kaileigh Bianchini".

KAILEIGH BIANCHINI, AICP
Planning and Zoning Manager

Approved:

A handwritten signature in cursive script that reads "Jordan Twardy".

JORDAN TWARDY
Economic Development Director

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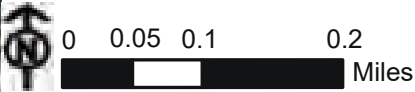
JEREMY ROMER
Corporation Counsel

Site Context - 2727 S. Gulley Road

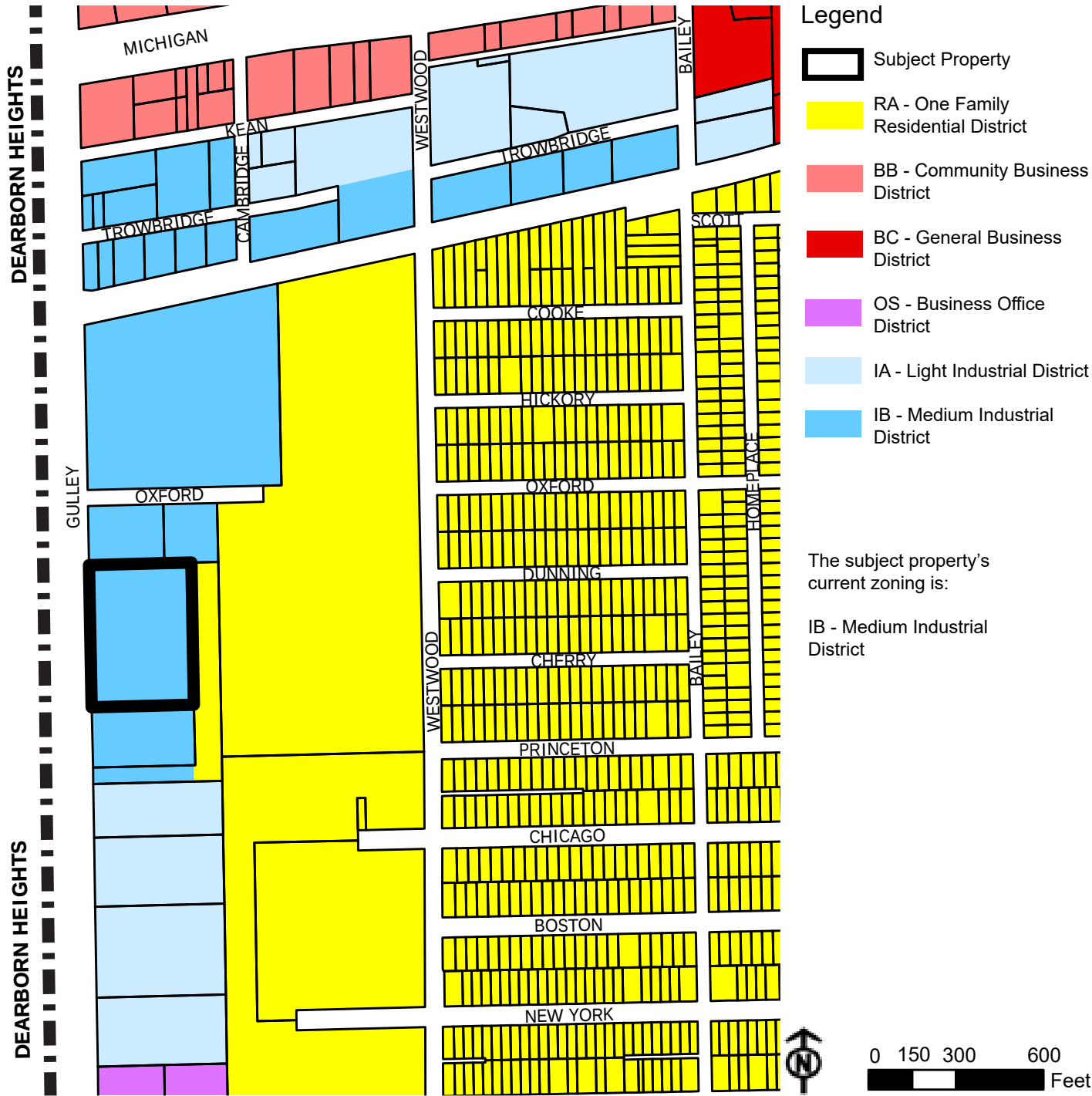


Legend

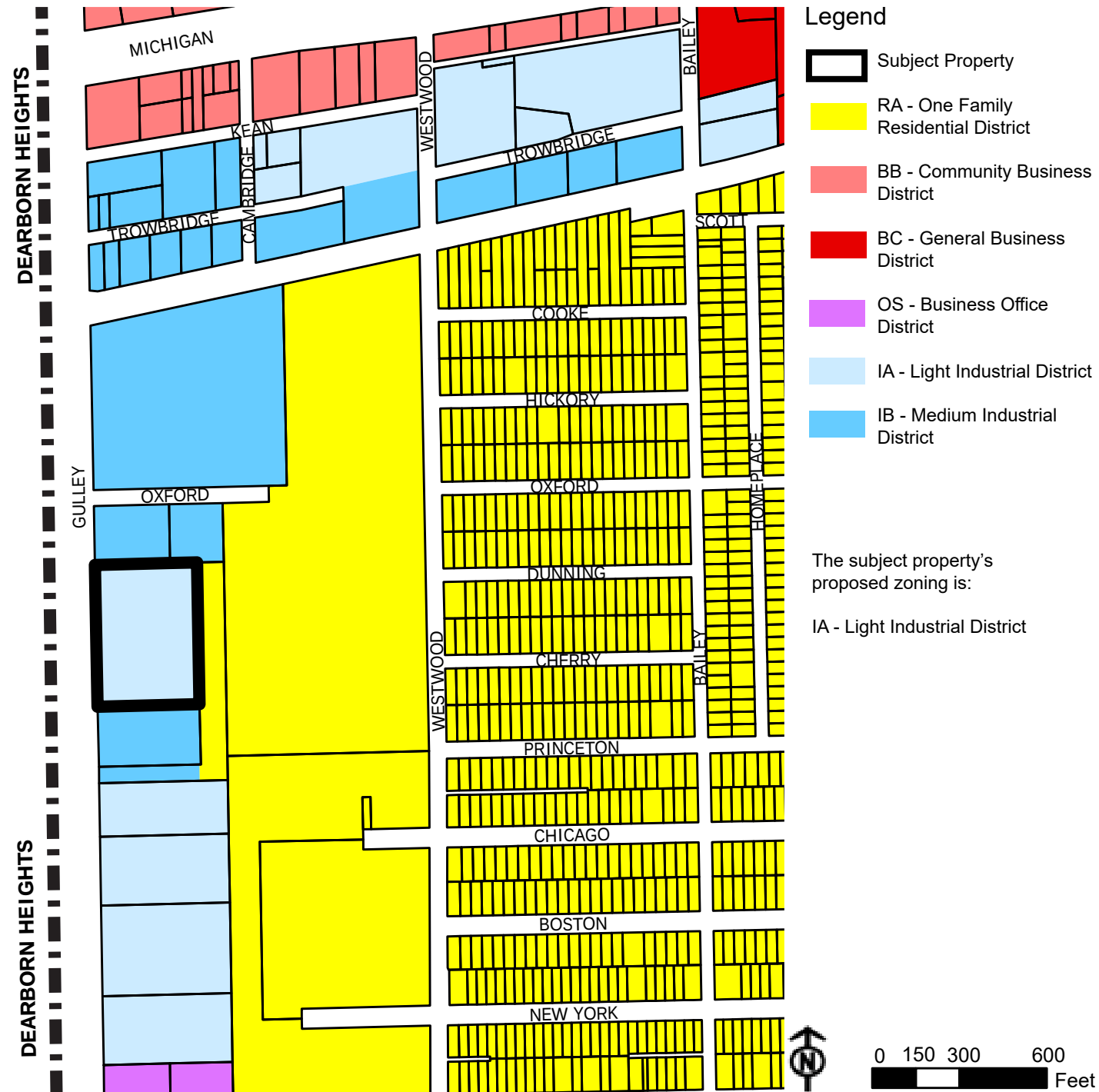
- Subject Property
- Boundary with Dearborn Heights



Zoning Map - 2727 S. Gulley Road



Proposed Zoning Map - 2727 S. Gulley Road



Future Land Use Map - 2727 S. Gulley Road



Existing Site Conditions - 2727 S. Gulley Road



Legend

-  Subject Property
-  Existing Structure

Existing on the 4.606 acre site is a ~72,754 sq. ft. (per Assessing) indoor recreation center.



0 25 50 100 Feet

Guido Architects Inc.
Architects / Planners

23419 Ford Road
Dearborn, Michigan 48128
Voice (313) 274-7800 Fax (313) 274-7808
jguido@guidoarchitects.com

August 15, 2025

To: Planning Department
City of Dearborn, Michigan

Re: Dearborn Racquet & Health Club
2727 Gulley Road
Dearborn, Michigan

Rezoning Application –

- Written description indicating the intention behind the rezoning request and reasons for changing the current zoning classification.

This project, in current use, is located in an IB Medium Industrial District and is not a permitted use. Rezoning to IA Light Industrial District will bring the current use into conformance as a special land use. The property was rezoned when the existing use was a racquet club.

Sincerely,

Guido Architects, Inc.

Sec. 29.02. - Schedule of regulations.

All buildings, uses, and parcels of land shall comply with the regulations set forth in the following schedule of regulations and footnotes thereto.

Section 29.02–SCHEDULE OF REGULATIONS

	<i>Lot Minimum</i>		<i>Maximum Height of Structures</i>		<i>Maximum Coverage of Lot by All Buildings</i>	<i>Minimum Setback Requirement</i> (in Feet) ⁱ .				<i>Minimum Usable Floor Area Per Unit</i> (Sq. Ft.)	<i>Maximum Density Units/Acre</i>
<i>District</i>	<i>Area (Sq. Ft.)</i>	<i>Width (Feet)</i>	<i>In Stories</i>	<i>In Feet</i>		<i>Front Yard</i>	<i>One Side Yard</i>	<i>Other Side Yard</i>	<i>Rear Yard</i>		
R-A One Family	7,500 ^g .	60'	a.	a.	c.	25' ^b .	a.	a.	a.	1,200	5.8
R-B One Family	6,000 ^g .	50'	a.	a.	c.	25' ^b .	a.	a.	a.	1,000	7.26
R-P Residential Preservation											
R-B Duplex	3,500/unit	70'	a.	a.		25' ^b .	a.	a.	a.	1,000	6.23
R-C Multiple Family Low Density	5,000/unit	—	2	30'	40%	25'	10'	10'	20'		8.71
R-D Multiple Family Medium Density	3,600/unit	—	3	40'	50%	35'	20'	20'	30'		12.1
R-E Multiple Family High Density	2,100/unit	—	4	50'	60%	45'	30'	30'	30'		20.7
R-E Housing for the Elderly	1,500/unit ^k .	—	4 ^d .	50' ^d .	30%	25'	30'	30'	30'	350	29.04 ^d .
R-E Condominium Stacked Units	1,400/unit	—	4	45'	50%	15'	9'	9'	30'		31
O-S Business Office	—	—	3	35'	25%	10'	7' ^e . h.	e. h.	20'	—	—
B-A Local Business	—		2	30'	30%	50' ^f .	7' ^h .	e. h.	20'	—	—
B-B Community Business	—	—	3	40'	40%	50' ^f .	7' ^h .	e. h.	20'	—	—
B-C General Business	—	—	4	50'	50%	50' ^f .	7' ^h .	e. h.	20'	—	—
B-D Downtown Business											
I-A Light Industrial	—	—	2	35'	60%	20'	20'	20'	20'	—	—
I-B Medium Industrial	—	—	5 ^o	85' ^o	60%	20'	20' ^p	20' ^p	20'	—	—
I-C Intensive Industrial	—	—	—	—	—	20'	20' ^p	20' ^p	20'	—	—

I-D General Industrial	—	—	—	—	—	20'	20' p	20' p	20'	—	—
T-R Technology & Research	1 acre	100'	3	40'	—	20'	20'	20'	20'	—	—
PUD Planned Unit Development	Refer to District Provisions—Article 23.00						—	—	—	—	—
F-P Floodplain	Refer to District Provisions—Article 24.00						—	—	—	—	—
V-P Vehicular Parking	—	35'	No Buildings Permitted	—	—	10'	10'	10'	10'	—	—

Footnotes to Section 29.02—Schedule of regulations:

a. In a one-family residential district the minimum required side and rear setbacks and maximum permitted building height shall be based upon the width of the lot per the table below:

	<i>Side Yard Setbacks</i>		<i>Rear Setback</i>	<i>Height</i>		
<i>Lot Width</i>	<i>Minimum Single Side Yard Setback (feet)</i>	<i>Minimum Total Side Yards Setback (feet)</i>	<i>Minimum Rear Yard Setback (feet)</i>	<i>Maximum Eave Height for second story (feet)</i>	<i>Maximum Midpoint of the Roof Height (feet)</i>	<i>Maximum Stories</i>
Less than 46 feet	3	12	20	20	24	2
46 - 50 feet	3	13	21	20	24	2
51 - 55 feet	4	14	22	20	25	2
56 - 60 feet	5	15	23	20	25	2
61 - 65 feet	6	16	24	21	26	2
66 - 70 feet	7	17	25	21	26	2
71 - 75 feet	8	18	26	21	26	2
76 - 80 feet	9	19	27	22	27	2
81 - 90 feet	10	20% of total width	28	22	27	2
91 - 100 feet	10	20% of total width	29	22	27	2
101 - 110 feet	10	20% of total width	30	22	28	2.5
111 - 120 feet	10	20% of total width	30	22	28	2.5
121 - 130 feet	10	20% of total width	30	23	29	2.5
131 - 140 feet	10	20% of total width	30	23	29	2.5
141 - 150 feet	10	20% of total width	30	23	29	2.5
151 - 160 feet	12	20% of total width	30	24	30	2.5
161 - 170 feet	14	20% of total width	30	24	30	2.5
171 - 180 feet	16	20% of total width	30	24	30	2.5
Greater than 180 feet	18	20% of total width	30	25	31	2.5

- b. For new homes on isolated vacant lots in established neighborhoods, the setback requirement of twenty-five-(25)-foot homes may be adjusted to meet the existing setback for the homes that are in the area.
- c. In a one-(1)-family residential district the maximum permitted lot coverage shall be based upon the size of the lot and garage configuration per the table below:

Lot Size	Garage Type	Principal Structure^{3 2}	Minimum Landscaping (Front Yard)³	Minimum Landscaping (Total Property)^{4, 5}
Less than 5,000 sq. ft.	Detached	25	65	40
	Attached ¹	30	55	55
5,001 – 7,500 sq. ft.	Detached	25	70	45
	Attached	30	60	55
7,501 – 10,000 sq. ft.	Detached	25	75	50
	Attached	30	65	55
Greater than 10,000 sq. ft.	Detached	25	75	50
	Attached	30	70	55

1. See limitations on attached garages on narrow lots in section 2.05 of this ordinance.
 2. Principal structure coverage includes only the footprint of the home and any attached garage.
 3. Front porches are only regulated under minimum landscaping for the total property and do not count against the minimum landscaping requirement for the front yard.
 4. Air conditioning units do not count against the minimum landscaping regulations for the total property.
 5. A maximum of 5% of the total minimum landscaping area may be used for permeable pavers.
- d. All existing senior citizen housing developments are exempt from height and density requirements.
- e. No setback is required on interior lots but shall be subject to the requirements of the Building Code.
- f. Setback shall be measured from the centerline of the abutting street.
- g. A one-(1)-family dwelling comprising the principal occupancy of a freestanding building may be located on a lot not less than six thousand (6,000) square feet in area, having minimum width of at least fifty (50) feet per lot; provided, however that in case of lots which are in a plat, recorded with the Wayne County Register of Deeds Office on the effective date of this ordinance, each of which lots has an area of at least three thousand five hundred (3,500) square feet, such lots may each have erected thereon a one-(1)-family dwelling, provide the requirements for rear and side yards, as specified in the Zoning Ordinance, are complied with, and provided further, that no lot in a recorded plat in the city, which, on the effective date of this ordinance, is less than six thousand (6,000) square feet, shall be divided to permit a single dwelling to be erected on an area less than the whole area of such lot.
- h. Minimum corner lot setback on exterior side yard required.
- i. Where buildings are abutting, all yard measurements shall be cumulative.
- j. Many buildings in commercial corridors in Dearborn were built on lots with platted depths of one hundred twenty (120) feet or less. In recognition of the practical difficulty that is presented by those types of lots which are located in the OS, BA, BB or BC zoning district, no variances are required for setbacks as long as each new development has a minimum of one (1) foot setback from each property line. As a trade-off for this leniency, it is the intent of the City of Dearborn to require strict adherence to parking and lot coverage requirements.
- k. Refer to Section 7.03A. regarding housing for the elderly.
- l. Reserved.
- m. Reserved.
- n. Reserved.

o. The permitted height of buildings in the I-B District that are at least four hundred (400) feet from the nearest property which is residentially-zoned and used as a dwelling, school, park, or religious institution, regardless of jurisdiction, shall be six (6) stories and one hundred two (102) feet. Such permitted height shall increase by an additional story (up to a maximum of ten (10) stories) and an additional seventeen (17) feet (up to a maximum of one hundred seventy (170) feet) for each additional fifty (50) feet as measured from the building wall to the nearest residentially-zoned property which is used as a dwelling, school, park, or religious institution.

p. The side yard setback may be reduced as part of site plan approval for multiple buildings constructed as part of a campus-like or multiple building projects on a single parcel or adjacent parcels under common ownership or control.

(Ord. No. 93-553, § 29.02, 2-2-1993; Ord. No. 95-627, 3-7-1995; Ord. No. 97-701, 5-6-1997; Ord. No. 03-968, 7-1-2003; Ord. No. 04-996, 2-17-2004; Ord. No. 09-1217, 3-16-2009; Ord. No. 16-1526, 3-15-2016; Ord. No. 16-1563, 12-13-2016; Ord. No. 18-1627, 9-24-2019; Ord. No. 20-1675, 8-25-2020; Ord. No. 21-1723, 1-11-2022; Ord. No. 24-1822, 8-20-2024)

Industrial A (IA) – Light Industrial: Section 18 of Zoning Ordinance

Uses Permitted in IA (Light Industrial District)
A Business Activity Which has as its Primary Function Developing, Improving, or Creating New or Existing Products.
A high-technology industrial activity which has as its principal function limited manufacture for the purposes of one-time prototype production robotics, biological or pharmaceutical research, or technology oriented or emerging industrial or business activity not involving any heavy manufacturing.
A high-technology service activity which has as its principal function the providing of services including computer, information transfer, communication, distribution, processing, administrative, laboratory, experimental, developmental, technical, or testing services
Any use charged with the principal function of basic research, design and pilot or experimental product development when conducted within a completely enclosed building. <i>The growing of any vegetation requisite to the conducting of basic research shall be excluded from the requirement of enclosure.</i>
Any use charged with the principal function of basic research, research and development design, and prototype or experimental product development.
Any use charged with the principal function of research in the areas of photonics/optics, robotics, and electronic equipment.
Any use charged with the principal function of technical training.
Commercial Kennels
Data Processing and Computer Centers <i>Includes Service and Maintenance of Electronic Data and Processing Equipment</i>
Laboratories <i>Experimental, Film, or Testing</i>
Limited Assembly and Machining Operations
Office Buildings Providing for Uses Such as Corporate Offices in Accordance with the Purpose of this District Including: Executive, Administrative, Professional, Accounting, Engineering, Architecture, Drafting, Writing, Clerical, Stenographic, and Sales <i>No Display Shall be Visible from the Exterior of the Building and that the Total Area Devoted to Product Display, including both the Objects Displayed and the Floor Space Set Aside for the Persons Observing the Displayed Objects shall not Exceed 15% of the Usable Floor Area</i>
Manufacture or Assembly of Electrical Appliances, Electronic Instruments and Devices, Radios, and Phonographs
Manufacturing of Musical Instruments, Toys, Novelties, and Metal or Rubber Stamps or Other Small Molded Rubber Products
Mini-Warehouses
Regional Newspaper Distribution Centers <i>Provided that Loading and Unloading Area is Provided on the Site</i>
Research and Office Uses Related to Permitted Industrial Operations
The manufacture, compounding, assembling or treatment of articles or merchandise from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stones, sheet metal (excluding large stampings such as automobile fenders or bodies), ferrous and nonferrous metals (excluding large castings and fabrications), shell, textiles,

Industrial A (IA) – Light Industrial: Section 18 of Zoning Ordinance

tobacco, wax, wire, wood (excluding saw and planing mills), and yams.
The manufacture, compounding, processing, packaging or treatment of such products as: cosmetics, pharmaceutical, toiletries, food products, hardware and household supplies.
The manufacture of pottery and figures or other similar ceramic products using only previously pulverized clay and kilns fired only by electricity or gas.
The parking of trucks and truck trailers incidental to any of the above permitted uses, not to exceed seven (7) continuous days
Tree Trimming Services
Warehouse, storage and transfer uses and electric and gas service buildings, public utility buildings, telephone exchange buildings, electrical transformer stations and substations and gas regulator stations, provided that outside storage is not permitted for any of these uses
Warehousing and wholesale establishments, tool, die, gauge and machine shops
Uses and structures accessory to the above, subject to the provisions in Section 2.03. <i>Accessory office and sales operations may be permitted where such activities are clearly incidental to the principal industrial use, subject to the provisions in Section 7.04</i>

Special Land Uses in IA (Light Industrial District)
Automobile Repair Garages <i>Minor and Major Repairs</i>
Contractor's Storage Yards
Construction Equipment and Related Equipment Sales, Leasing, and Storage
Day Laboring Agencies
Metal Plating, Buffing, and Polishing Operations
Millwork, Lumber, and Planing Mills
Radio and Television Transmitting and Receiving Towers
Gun Sales, Retail Sales, Commercial Services, Storage, or Repair of Firearms <i>Must not be Located Closer than 700 feet to the Nearest Residential Zoning District, Residential Land Use, Church or Place of Worship, and Public or Private School</i>
Accessory retail or service uses that are intended to serve the occupants and patrons of the principal use, provided that any such use shall be an incidental use occupying no more than five percent (5%) of a building that accommodates a principal permitted use. <i>Permitted accessory retail and service uses shall be limited to the following:</i> <i>(a) Retail establishments that deal directly with the consumer and generally serve the convenience shopping needs of workers and visitors, such as convenience stores, drug stores, uniform supply stores, or similar retail businesses.</i> <i>(b) Personal service establishments which are intended to serve workers or visitors in the district, such as dry-cleaning establishments, travel agencies, tailor shops, or similar service establishments.</i> <i>(c) Restaurants, cafeterias, or other places serving food and beverages for consumption within the building.</i> <i>(d) Financial institutions, including banks, credit unions, and savings and loan associations.</i>
Indoor recreation facilities, in the IA District only, subject to the provisions in Section 7.02Q(2).

Industrial A (IA) – Light Industrial: Section 18 of Zoning Ordinance

Food truck courts, in the IA District only, subject to the provisions in Section 7.02BB, but prohibited within the West Downtown District, as defined in Article 27.00, the BD-Downtown Business District, as defined in Article 17.00, and the Dix-Vernor and Warren Business District Improvement Authorities, as defined in Article 1.00.

Industrial B (IB) – Medium Industrial District: Section 19 of Zoning Ordinance

Uses Permitted in IB (Medium Industrial District)
A Business Activity Which has as its Primary Function Developing, Improving, or Creating New or Existing Products.
A high-technology industrial activity which has as its principal function limited manufacture for the purposes of one-time prototype production robotics, biological or pharmaceutical research, or technology oriented or emerging industrial or business activity not involving any heavy manufacturing.
A high-technology service activity which has as its principal function the providing of services including computer, information transfer, communication, distribution, processing, administrative, laboratory, experimental, developmental, technical, or testing services
Any use charged with the principal function of basic research, design and pilot or experimental product development when conducted within a completely enclosed building. <i>The growing of any vegetation requisite to the conducting of basic research shall be excluded from the requirement of enclosure.</i>
Any use charged with the principal function of basic research, research and development design, and prototype or experimental product development.
Any use charged with the principal function of research in the areas of photonics/optics, robotics, and electronic equipment.
Any use charged with the principal function of technical training.
Central Dry-Cleaning Plants and Laundries <i>Provided that such plants do not deal directly with the customer at retail</i>
Commercial Kennels
Data Processing and Computer Centers <i>Includes Service and Maintenance of Electronic Data and Processing Equipment</i>
Essential Services
Greenhouses and Plant Nurseries with Outside Sales
Laboratories <i>Experimental, Film, or Testing</i>
Limited Assembly and Machining Operations
Lumber Yards or Building Material Sales Establishments which have Storage in Partially Open Structures
Manufacture or Assembly of Electrical Appliances, Electronic Instruments and Devices, Radios, and Phonographs
Manufacturing of Musical Instruments, Toys, Novelties, and Metal or Rubber Stamps or Other Small Molded Rubber Products
Metal Polishing and Buffing
Mini-Warehouses

Industrial B (IB) – Medium Industrial District: Section 19 of Zoning Ordinance

Office Buildings Providing for Uses Such as Corporate Offices in Accordance with the Purpose of this District Including: Executive, Administrative, Professional, Accounting, Engineering, Architecture, Drafting, Writing, Clerical, Stenographic, and Sales <i>No Display Shall be Visible from the Exterior of the Building and that the Total Area Devoted to Product Display, including both the Objects Displayed and the Floor Space Set Aside for the Persons Observing the Displayed Objects shall not Exceed 15% of the Usable Floor Area</i>
Parking Decks and Structures <i>Intended to serve one (1) or multiple existing or proposed parking structures or uses within the applicable development.</i>
Printing, Lithography, blueprinting, and similar uses
Public or Private Utility or Municipal Services Buildings <i>Includes Electric or Gas Service Buildings and Yards, Telephone Exchange Buildings, Electronic Transformer Stations, Gas-Regulator Stations, Water Treatment Plants and Reservoirs, and Sewage Treatment Plans Open Storage Will Require Special Land Use Approval</i>
Recycling Collection Stations and Centers
Regional Newspaper Distribution Centers <i>Provided that Loading and Unloading Area is Provided on the Site</i>
Research and Office Uses Related to Permitted Industrial Operations
The manufacture, compounding, assembling or treatment of articles or merchandise from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stones, sheet metal (excluding large stampings such as automobile fenders or bodies), ferrous and nonferrous metals (excluding large castings and fabrications), shell, textiles, tobacco, wax, wire, wood (excluding saw and planing mills), and yams.
The manufacture, compounding, processing, packaging or treatment of such products as: cosmetics, pharmaceutical, toiletries, food products, hardware and household supplies.
The manufacture of pottery and figures or other similar ceramic products using only previously pulverized clay and kilns fired only by electricity or gas.
The manufacture of sheet metal products
The manufacture, compounding, processing, packaging or treatment of such products as: cosmetics, pharmaceutical, toiletries, food products, hardware and household supplies.
The parking of trucks and truck trailers incidental to any of the above permitted uses, not to exceed seven (7) continuous days
Tree Trimming Services
Uses and structures accessory or incidental to the above, including retail, food, food service, banking, fitness, child care and medical facilities principally serving occupants and patrons of the principal use or visitors to the development in which the principal use is a part of, subject to the provisions in Section 2.03.
Warehouse, storage and transfer uses and electric and gas service buildings, public utility buildings, telephone exchange buildings, electrical transformer stations and substations and gas regulator stations, provided that outside storage is not permitted for any of these uses
Warehousing and wholesale establishments, tool, die, gauge and machine shops
Warehousing and wholesale activities with accessory outside storage.

Industrial B (IB) – Medium Industrial District: Section 19 of Zoning Ordinance

Uses and structures accessory to the above, subject to the provisions in Section 2.03.

Accessory office and sales operations may be permitted where such activities are clearly incidental to the principal industrial use, subject to the provisions in Section 7.04

Special Land Uses in IB (Medium Industrial District)

Automobile and Truck Repair Garages

Includes Minor and Major Repairs and provided that all Operations are Carried within a Completely Enclosed Building

Accessory Retail or Service Uses that are Intended to Serve the Occupants and Patrons of the Principal Use

Contractor's Storage Yards

Construction Equipment and Related Equipment Sales, Leasing, and Storage

Metal Plating, Buffing, and Polishing Operations

Millwork, Lumber, and Planing Mills

Mini-Warehouses

Radio and Television Transmitting and Receiving Towers

Recreational Vehicle Storage Facility

Terminal and Transfer Facilities

Truck Storage, Material Storage, Shippers' Containers, Repair and Service Facilities

Truck and Trailer Rentals

The Dearborn Goodfellows. Inc.

"No Child Without a Christmas"

23400 PARK AVENUE
DEARBORN, MI 48124
(313) 274-4499

www.dearborngoodfellows.org

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November 6, 2025

Please accept this letter as an official request to grant the Dearborn Goodfellows volunteers permission to work at various street intersections throughout the City of Dearborn to sell our annual Goodfellows newspapers.

As you know, all proceeds from this event go directly toward providing Christmas gifts and basic necessities for underprivileged individuals and families in our community. This year's event is scheduled for Friday, December 5, 2025. Since the event is approaching next month, we kindly request approval at your earliest convenience.

Thank you, as always, for your continued support of the Dearborn Goodfellows and our mission to ensure that *"No Dearborn Child Goes Without a Christmas."*

Sincerely,

Anthony Fundaro

Anthony Fundaro

President, Dearborn Goodfellows

MAYOR ABDULLAH H. HAMMOUD
Honorary Chairman

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Executive Director

Please make checks payable to "The Dearborn Goodfellows"

A qualified 501(C) 3 organization under the IRS Code.

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY KARCHER AGENCY INC
11-0367-00 MKT TERR 095 313-277-4600

INSURED DEARBORN GOODFELLOWS INC

ADDRESS 236 S WAVERLY ST
DEARBORN MI 48124-1464

TAILORED PROTECTION POLICY DECLARATIONS

New Business Effective 02-06-2025

POLICY NUMBER 254611-04208049-25

Company Use 04-46-MI-2502

Company
Bill

Policy Term

12:01 a.m. 12:01 a.m.
02-06-2025 to 02-06-2026

55039 (11-87)

COMMON POLICY INFORMATION

Business Description: Fraternal Org

Entity: Corporation

Program: Service

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	PREMIUM
COMMERCIAL PROPERTY COVERAGE	\$36.00
MINIMUM PROPERTY PLUS PREMIUM ADJUSTMENT (CP)	\$281.00
MINIMUM EQUIPMENT BREAKDOWN PREMIUM ADJUSTMENT (CP)	\$49.00
COMMERCIAL GENERAL LIABILITY COVERAGE	\$1,133.00
TOTAL	\$1,499.00

THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

Paid in Full Discount applies.

The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):

IL0017 (11-85) 55002 (07-12) 55056 (07-87) 59390 (11-20)

THIS POLICY IS EXEMPT FROM THE FILING REQUIREMENTS OF SECTION 2236 OF THE INSURANCE CODE OF 1956, 1956 PA 218, MCL 500.2236.

Home-Owners Ins. Co.

Issued 02-17-2025

AGENCY KARCHER AGENCY INC
11-0367-00 MKT TERR 095Company POLICY NUMBER 254611-04208049-25
Bill 04-46-MI-2502

INSURED DEARBORN GOODFELLOWS INC

Term 02-06-2025 to 02-06-2026

54104 (07-87)

COMMERCIAL PROPERTY COVERAGE

55198 (12-10)

ENHANCED PROPERTY PLUS COVERAGE PACKAGE DECLARATION

The coverages and limits below apply separately to each location or sublocation that sustains a loss to covered property and is designated in the Commercial Property Coverage Declarations. No deductible applies to the below Property Plus Coverages.

COVERAGE	LIMIT
ACCOUNTS RECEIVABLE	\$150,000
BAILEES	\$10,000
	\$5,000 PER ITEM
BUSINESS INCOME & EXTRA EXPENSE W/RENTAL VALUE, INCLUDING NEWLY ACQUIRED LOC'S 0 HOUR WAITING PERIOD	\$100,000
DEBRIS REMOVAL	\$50,000
ELECTRONIC DATA PROCESSING EQUIPMENT	\$50,000
EMPLOYEE DISHONESTY	\$25,000
FINE ARTS, COLLECTIBLES AND MEMORABILIA	\$25,000
	\$5,000 PER ITEM
FIRE DEPARTMENT SERVICE CHARGE	\$10,000
FORGERY AND ALTERATION	\$25,000
MONEY AND SECURITIES INSIDE PREMISES	\$25,000
MONEY AND SECURITIES OUTSIDE PREMISES	\$25,000
NEWLY ACQUIRED BUSINESS PERSONAL PROPERTY	\$500,000 FOR 90 DAYS
NEWLY ACQUIRED OR CONSTRUCTED PROPERTY	\$1,000,000 FOR 90 DAYS
ORDINANCE OR LAW	SEE COMMERCIAL PROPERTY DECLARATIONS
OUTDOOR PROPERTY	\$20,000
TREES, SHRUBS OR PLANTS	\$1,000 PER ITEM
RADIO OR TELEVISION ANTENNAS	\$15,000
PERSONAL EFFECTS AND PROPERTY OF OTHERS	\$25,000
POLLUTANT CLEAN UP AND REMOVAL	\$50,000
PROPERTY IN TRANSIT	\$50,000
PROPERTY OFF PREMISES	\$50,000
REFRIGERATED PRODUCTS	\$15,000
SALESPERSON'S SAMPLES	\$15,000

Home-Owners Ins. Co.

Issued 02-17-2025

 AGENCY KARCHER AGENCY INC
 11-0367-00 MKT TERR 095

 Company POLICY NUMBER 254611-04208049-25
 Bill 04-46-MI-2502

INSURED DEARBORN GOODFELLOWS INC

Term 02-06-2025 to 02-06-2026

55198 (12-10)

ENHANCED PROPERTY PLUS COVERAGE PACKAGE DECLARATION

COVERAGE	LIMIT
UTILITY SERVICES FAILURE	\$100,000
VALUABLE PAPERS AND RECORDS ON PREMISES	\$100,000
VALUABLE PAPERS AND RECORDS OFF PREMISES	\$20,000
WATER BACK-UP FROM SEWERS OR DRAINS	\$25,000

Forms that apply to this coverage part:

64004 (12-10)	54198 (12-10)	54334 (12-10)	64299 (01-18)	54189 (12-10)
54186 (12-10)	54218 (03-13)	54217 (07-17)	54216 (03-13)	54214 (03-13)
54221 (12-10)	54220 (06-00)	54219 (12-10)	54338 (03-13)	54339 (03-13)
64010 (12-10)	64352 (12-20)	64000 (12-10)		

Coverages Provided

Insurance at the described premises applies only for coverages for which a limit of insurance is shown.

LOCATION 0002 - BUILDING 0001

Location: 23945 Kean St Unit 1000A, Dearborn, MI 48124-1803

Occupied As: Storage Unit

Secured Interested Parties: None

Rating Information

Territory: 821

Program: Service

Protection Class: 02

Class Rate - Pers Prop: 0.149

County: Wayne

Construction: Non-Comb

Class Code: 0756

COVERAGE	COINSURANCE	DEDUCTIBLE	LIMIT	RATE	PREMIUM
PERSONAL PROPERTY			\$5,000		
Causes of Loss					
Basic Group I	80%	\$1,000		0.175	\$9.00
Basic Group II	80%	\$1,000		0.059	\$3.00
Special	80%	\$1,000		0.365	\$18.00
Theft	80%	\$1,000			Included
OPTIONAL COVERAGE					
Replacement Cost					
Inflation Guard Factor Personal Property 1.023					
Equipment Breakdown		\$1,000	See Form 54843		\$1.00
Property Plus Coverage Package		None	See 55198 (12-10)		\$4.00
Tier: Enhanced					
ORDINANCE OR LAW					
Coverage D-Tenant's I&B		\$1,000	\$110,000		Included

Home-Owners Ins. Co.

Issued 02-17-2025

 AGENCY KARCHER AGENCY INC
 11-0367-00 MKT TERR 095

 Company POLICY NUMBER 254611-04208049-25
 Bill 04-46-MI-2502

INSURED DEARBORN GOODFELLOWS INC

Term 02-06-2025 to 02-06-2026

Forms that apply to this building:

59350 (01-15)	54835 (07-08)	54855 (10-20)	IL0003 (07-02)	IL0022 (05-87)
64224 (01-16)	59325 (12-19)	64326 (07-19)	64393 (08-22)	IL0017 (11-85)
CP0090 (07-88)	64000 (12-10)	64013 (12-10)	64010 (12-10)	64352 (12-20)
54843 (07-19)	64298 (01-18)	64004 (12-10)	64299 (01-18)	59390 (11-20)

COMMERCIAL PROPERTY COVERAGE - LOCATION 0002 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350, 54835, 59390	\$1.00
LOCATION 0002	\$36.00

55040 (11-87)

COMMERCIAL GENERAL LIABILITY COVERAGE

COVERAGE	LIMITS OF INSURANCE
General Aggregate	\$2,000,000
(Other Than Products-Completed Operations)	
Products-Completed Operations Aggregate	\$2,000,000
Personal And Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises Rented to You (Fire Damage)	\$50,000 Any One Premises
Medical Payments	\$5,000 Any One Person

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

AUDIT TYPE: Non-Audited

Forms that apply to this coverage:

59350 (01-15)	55405 (07-08)	55146 (06-04)	CG2106 (05-14)	CG2109 (06-15)
CG2002 (11-85)	IL0021 (07-02)	59325 (12-19)	CG0001 (04-13)	CG0168 (10-92)
IL0017 (11-85)	55513 (05-17)	55029 (05-17)	CG2196 (03-05)	IL0286 (04-17)
CG2132 (05-09)	CG2147 (12-07)	55885 (05-17)	59390 (11-20)	

LOCATION 0001 - BUILDING 0001

Location: 236 S Waverly St, Dearborn, MI 48124-1464

Territory: 001

County: Wayne

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Special Event Per 55056 Attached - Premium Not Subject To Cancellation Adjustment	00505	Prem/Op Prod/Comp Op	Flat Charge 1 1		\$599.00 \$1.00
Clubs - Civic, Service Or Social - No Buildings Or Premises Owned Or Leased Except For Office Purposes (Not-For Profit)	41670	Prem/Op Prod/Comp Op	Members 150 150	Each 1 3.428 .050	\$514.00 \$8.00

Home-Owners Ins. Co.

Issued 02-17-2025

AGENCY KARCHER AGENCY INC
11-0367-00 MKT TERR 095

Company POLICY NUMBER 254611-04208049-25
Bill 04-46-MI-2502

INSURED DEARBORN GOODFELLOWS INC

Term 02-06-2025 to 02-06-2026

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0001 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350, 55405, 59390	\$11.00
LOCATION 0001	\$1,133.00

LOCATION 0002 - BUILDING 0001

Location: 23945 Kean St Unit 1000A, Dearborn, MI 48124-1803

Territory: 001

County: Wayne

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Clubs - Civic, Service Or Social - No Buildings Or Premises Owned Or Leased Except For Office Purposes (Not-For Profit)	41670	Prem/Op	Members	Each 1 3.428	\$1.00

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0002 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350, 55405, 59390	INCLUDED
LOCATION 0002	\$1.00

Home-Owners Ins. Co.

Issued 02-17-2025

AGENCY KARCHER AGENCY INC
11-0367-00 MKT TERR 095

Company POLICY NUMBER 254611-04208049-25
Bill 04-46-MI-2502

INSURED DEARBORN GOODFELLOWS INC

Term 02-06-2025 to 02-06-2026

55056 (07-87)

SUPPLEMENTAL DECLARATIONS

SPECIAL EVENTS FOR 2025 INCLUDES:

7/1/2025

SMOKE ON THE GRILL

Home-Owners Insurance Company

54186 (12-10)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**WATER BACK-UP FROM SEWERS OR DRAINS**

This endorsement modifies insurance under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
BUSINESS INCOME AND EXTRA EXPENSE COVERAGE FORM
BUSINESS INCOME AND EXTRA EXPENSE ACTUAL LOSS SUSTAINED COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM
CAUSES OF LOSS - SPECIAL FORM

1. Subject to the provisions of paragraph 2. below, under **B. EXCLUSIONS**, g. Water subparagraph (3) is deleted.
2. Under **C. LIMITATIONS** the following limitation is added:

In any one loss, we will not pay more than the Limit of Insurance shown in the Declarations under WATER BACK-UP FROM SEWERS OR DRAINS for loss of or damage to Covered Property caused by water back-up from sewers or drains. In the event that the amount of loss of or damage to Covered Property does not exceed the Limit of Insurance shown in the Declarations for WATER BACKUP FROM SEWERS OR DRAINS, you may, at your option, apply the remainder of this Limit of Insurance to your actual loss of Business Income or necessary Extra Expense, if any, subject to the terms and conditions of the BUSINESS INCOME AND EXTRA EXPENSE COVERAGE FORM, or the BUSINESS INCOME AND EXTRA EXPENSE ACTUAL LOSS SUSTAINED COVERAGE FORM.

All other policy terms and conditions apply.

54186 (12-10)Y

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Home-Owners Insurance Company

54198 (12-10)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DEBRIS REMOVAL

This endorsement modifies insurance under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM

Under **A. COVERAGE, 4. Additional Coverages, a. Debris Removal**, (4) is deleted and replaced by the following:

(4) We will pay an additional amount, up to the Limit of Insurance shown in the Declarations for **DEBRIS REMOVAL**, for debris removal expense, for each location, in any one occurrence of physical loss or damage to Covered Property, if one or both of the following circumstances apply:

(a) The total of the actual debris removal expense plus the amount we pay for direct physical loss or damage exceeds the Limit of Insurance on the Covered Property that has sustained loss or damage.

(b) The actual debris removal expense exceeds 25% of the sum of the deductible plus the amount that we pay for direct physical loss or damage to the Covered Property that has sustained loss or damage.

Therefore, if **(4)(a)** and/or **(4)(b)** apply, our total payment for direct physical loss or damage and debris removal expense may reach but will never exceed the Limit of Insurance on the Covered Property that has sustained loss or damage, plus the Limit of Insurance shown in the Declarations for **DEBRIS REMOVAL**.

All other policy terms and conditions apply.

54198 (12-10)Y

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Home-Owners Insurance Company

54216 (3-13)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SALESPERSON'S SAMPLES

This endorsement modifies insurance provided under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM
CAUSES OF LOSS - SPECIAL FORM

1. Under the **A. COVERAGE, 4. Additional Coverages**, the following Additional Coverage is added:

Salesperson's Samples

We will pay for direct physical loss of or damage to samples of merchandise described which are:

- a. Owned by you while in your care, custody or control;
- b. Owned by you and in the care, custody or control of your salesperson and/or agents; or
- c. While in transit, except by parcel post, between your premises and the salesperson and/or agent caused by or resulting from any Covered Cause of Loss.

This coverage does not apply to:

- (1) Jewelry, furs or articles consisting principally of fur;
- (2) Property located in or on the building described in the Declarations or in the open (or in a vehicle) within 1,000 feet of the described premises;
- (3) Property at or on the premises of your salespersons and/or agents; or
- (4) Merchandise intended for sale, which may be sold and shipped by you to others, or which has been purchased by you from others.

Our payment for any one loss shall not exceed the Limit of Insurance shown in the Declarations for **SALESPERSON'S SAMPLES**. The Additional Condition, Coinsurance, does not apply to this Additional Coverage.

2. Under **B. EXCLUSIONS** of the **CAUSES OF LOSS - SPECIAL FORM**, the following exclusions are added to apply only to this Additional Coverage:
- a. Misappropriation, secretion, conversion, infidelity or any dishonest act by you or other or the employees or agents of either to whom the covered property may be entrusted. This exclusion does not apply to carriers for hire.
 - b. Breakage, marring, scratching, tearing or denting, unless caused by: fire or lightning; aircraft; theft and/or attempted theft; earthquake; flood; explosion; malicious damage or collision, derailment or overturn of a transporting conveyance.
 - c. Mysterious or unexplained disappearance or from shortage disclosed by taking inventory.
 - d. Theft from any vehicle, unless at the time of the theft, there is actually in or upon such vehicle your salesperson, representative or a permanent employee, or a person whose sole duty it is to attend the vehicle. This exclusion shall not apply to property in the custody of a common carrier.
3. In addition to the conditions of this policy, the following conditions apply only this Additional Coverage:
- a. **PAIR OR SET**
In case of loss of or damage to any part of a pair or set, we may:
 - (1) Repair or replace any part of the pair or set to restore it to its value before the loss; or
 - (2) Pay the difference between the actual cash value of the property before and after the loss.
 - b. **PARTS**
In case of loss or damage to any part of property covered, consisting of several parts when complete, we shall pay only for the value of the part lost or damaged.

All other policy terms and conditions apply.

Home-Owners Insurance Company

54339 (3-13)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BAILEES COVERAGE

This endorsement modifies insurance under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM

1. Under **A. COVERAGE, 4. Additional Coverages**, the following Additional Coverage is added:

Bailees Coverage

- a. We will pay for direct physical loss or damage to the property of others that:

- (1) Is in your possession or in the possession of any of your employees; or
- (2) Is being transported by you, any of your employees, a public carrier or mail service.

- b. We will also cover your actual incurred cost for labor and materials.

- c. We do not cover the following properties:

- (1) Property held for storage or for which a storage charge is made. If you do not have instructions from the owner of the goods to store goods held by you, such goods are not considered stored.
- (2) Property while in the possession of any person, company or corporation other than you, your employees, a public carrier or mail service.

- (3) Any land motor vehicle.

- (4) Watercraft.

- (5) Aircraft including objects falling from aircraft.

- (6) Animals, fish, fowl, reptiles or amphibians.

- (7) Accounts, bills, currency, deeds, food stamps or other evidences of debt, money, notes or securities. Lottery tickets held for sale are not securities.

- (8) Contraband or property in the course of illegal transportation or trade.

- d. In addition to other policy exclusions, we will not pay for loss or damage caused directly or indirectly by any of the following. Such loss is excluded regardless of any other cause or event that contributes concurrently or in any sequence to the loss:

- (1) Misappropriation, secretion, conversion, infidelity or any dishonest act by you or others or the employees or agents of either

to whom the covered property may be entrusted. This exclusion does not apply to carriers for hire.

- (2) Delay.

- (3) Vandalism or malicious mischief.

- (4) Burglary of property left in your delivery vehicles overnight unless locked and in your building which you occupy.

- e. We will pay no more than the smallest of either:

- (1) The cost to replace damaged property with new property of similar quality and features reduced by the amount of decrease in value because of age, wear, obsolescence or market value applicable to the damaged property immediately prior to the loss; or
- (2) The Limit of Insurance shown in the Declarations for BAILEES COVERAGE.

This is an additional amount of insurance.

Our payment for loss of or damage to property of others will only be for the account of the owner of the property.

- f. No deductible applies to this Additional Coverage.

2. The Additional Condition, Coinsurance does not apply to this Additional Coverage.

All other policy terms and conditions apply.

Home-Owners Insurance Company

54189 (12-10)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

REFRIGERATED PRODUCTS

This endorsement modifies insurance provided under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
 BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM
 BUSINESS INCOME (AND EXTRA EXPENSE) ACTUAL LOSS SUSTAINED COVERAGE FORM
 CONDOMINIUM ASSOCIATION COVERAGE FORM
 CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM
 CAUSES OF LOSS - SPECIAL FORM

1. Under the BUILDING AND PERSONAL PROPERTY COVERAGE FORM, CONDOMINIUM ASSOCIATION COVERAGE FORM, and the CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM, **A. COVERAGE, 4. Additional Coverages**, the following Additional Coverage is added:

Refrigerated Products

Subject to **3. Limits of Insurance** below, we shall pay for loss of or damage to "perishable stock" caused directly by any of the following:

- (1) Mechanical or electrical breakdown of the refrigeration system; or
- (2) The interruption of electrical services to the refrigeration system caused by direct physical damage to the electrical generating or transmission equipment of your "local utility service" caused by or resulting from any Covered Cause of Loss.

You must exercise diligence in inspecting and maintaining refrigeration equipment. If interruption of electrical service or mechanical or electrical breakdown is known, you must use all reasonable means to protect the covered property from further damage.

2. Under the BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM, and the BUSINESS INCOME (AND EXTRA EXPENSE) ACTUAL LOSS SUSTAINED COVERAGE FORM, **A. COVERAGE, 5. Additional Coverages**, the following Additional Coverage is added:

Refrigerated Products

Subject to **3. Limits of Insurance** below, we shall pay for the actual loss of Business Income you sustain and necessary Extra Expense you incur because of loss or damage to "perishable stock" caused directly by any of the following:

- (1) Mechanical or electrical breakdown of the refrigeration system; or
- (2) The interruption of electrical services to the refrigeration system caused by direct physical damage to the electrical generating or transmission equipment of your "local utility service" caused by or resulting from any Covered Cause of Loss.

You must exercise diligence in inspecting and maintaining refrigeration equipment. If interruption of electrical service or mechanical or electrical breakdown is known, you must use all reasonable means to protect the covered property from further damage.

3. Limits of Insurance

Under:

- a. BUILDING AND PERSONAL PROPERTY COVERAGE FORM, CONDOMINIUM ASSOCIATION COVERAGE FORM, and CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM, **C. LIMITS OF INSURANCE**; and
- b. Under BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM, and the BUSINESS INCOME (AND EXTRA EXPENSE) ACTUAL LOSS SUSTAINED COVERAGE FORM, **B. LIMITS OF INSURANCE** the following is added:

Refrigerated Products

The most we shall pay for the sum of 1. and 2. above in any one loss, is the Limit of Insurance

shown in the Declarations for REFRIGERATED PRODUCTS.

4. Under the CAUSE OF LOSS - SPECIAL FORM, B. EXCLUSIONS:

- a. Exclusion 1.e. **Utility Services** is deleted and replaced by the following exclusion for this Additional Coverage only:
 - e. **Utility Services**
We shall not pay for loss or damage caused by or resulting from the failure to supply "power supply services" from any regional or national grid.
- b. Exclusion 2.d.(6) is deleted and replaced by the following exclusion for this Additional Coverage only:
 - (6) Mechanical breakdown, including rupture or bursting caused by centrifugal force. However, this does not apply to any resulting loss or damage caused by elevator collision or mechanical breakdown of refrigeration systems.

5. **Definitions**

The following definitions apply only to this Additional Coverage:

- a. "Local utility service" means your billing entity, repair entity or service entity directly providing "power supply services" to the premises described in the Declarations.
- b. "Perishable stock" means merchandise held in storage or for sale that is refrigerated for preservation and is susceptible to loss or damage if the refrigeration fails.
- c. "Power supply services" means the following types of property supplying electricity to the described premises that are not located on a described premises and not rented, leased or owned by an insured:
 - (1) Utility generating plants;
 - (2) Switching stations;
 - (3) Substations;
 - (4) Transformers; and
 - (5) Transmission lines.

All other policy terms and conditions apply.

Home-Owners Insurance Company

54214 (3-13)Y

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

VALUABLE PAPERS AND RECORDS (OTHER THAN "ELECTRONIC DATA")

This endorsement modifies insurance provided under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM

With respect to coverage provided under this endorsement only, **A. COVERAGE**, is amended as follows:

1. Under **2. Property Not Covered**, **a.** is deleted and replaced by the following:
 - a.** "Valuable papers and records" except as provided under the Additional Coverage - Valuable Papers and Records (Other Than "Electronic Data").
2. Under **4. Additional Coverages**, the following Additional Coverage is added:

Valuable Papers and Records (Other Than "Electronic Data")

We cover "valuable papers and records" that:

 - a.** You own; or
 - b.** Are owned by others and are in your care, custody or control.

If duplicates of "valuable papers and records" do not exist, we will pay the cost to research, and replace or restore the lost information.

This Additional Coverage does not apply to:

- a.** "Valuable papers and records" which exist as "electronic data";
- b.** Property held as samples or for delivery after sale;
- c.** Property in storage away from the premises shown in the Declarations; or
- d.** Errors or omissions in processing or copying "valuable papers and records", unless fire or explosion ensues and then only for direct loss caused by such fire or explosion.

The most we will pay under this Additional Coverage in any one occurrence are the Limits of Insurance shown in the Declarations for:

- a.** VALUABLE PAPERS AND RECORDS ON PREMISES; and

- b.** VALUABLE PAPERS AND RECORDS OFF PREMISES.

The Coinsurance Condition does not apply to this Additional Coverage.

Under **E. LOSS CONDITIONS**, **7. Valuation** does not apply to this endorsement. The following applies:

Loss or damage to "valuable papers and records" will be valued at the cost of restoration or replacement of the lost or damaged information. To the extent that the contents of the "valuable papers and records" are not restored, the "valuable papers and records" will be valued at the cost of replacement with blank materials of substantially identical type.

The following additional definitions apply only to this endorsement.

- a.** "Valuable Papers and Records" means inscribed, printed or written:
 - (1) Documents;
 - (2) Manuscripts; and
 - (3) Records including abstracts, books, deeds, drawings, films, maps or mortgages. However, "valuable papers and records" does not mean "money" or "securities".
- b.** "Money" means:
 - (1) Currency, coins and bank notes in current use and having a face value; and
 - (2) Travelers checks, register checks and money orders held for sale to the public.
- c.** "Securities" means all negotiable and non-negotiable instruments or contracts representing either "money" or other property and includes:

- (1) Tokens, tickets, revenue and other stamps (whether represented by actual stamps or unused value in a meter) in current use; and
- (2) Evidences of debt issued in connection with credit or charge cards, which cards are not issued by you but does not include "money".

3. Under 5. Coverage Extensions, c. Valuable Papers and Records (Other Than "Electronic Data") is deleted.

All other policy terms and conditions apply.

Home-Owners Insurance Company

54217 (7-17)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ELECTRONIC DATA PROCESSING EQUIPMENT

This endorsement modifies insurance provided under the following:

BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CONDOMINIUM ASSOCIATION COVERAGE FORM
CONDOMINIUM COMMERCIAL UNIT-OWNERS COVERAGE FORM
CAUSES OF LOSS - SPECIAL FORM

A. COVERAGE. 4. Additional Coverages is amended.
The following Additional Coverage is added.

Electronic Data Processing Equipment

a. Covered Property

We will pay for:

- (1) Direct physical loss of or damage to electronic equipment, component parts of such equipment, "media" and air conditioning equipment necessary for the operation of the electronic equipment:
 - (a) Which you own or which is in your care, custody or control; and
 - (b) While located at the premises described in the Declarations. This provision (b) does not apply to "laptop computers"; and
 - (c) Caused by or resulting from any Covered Cause of Loss.
- (2) Your costs to research, replace or restore "electronic data" contained on damaged "media" because such "electronic data" has been destroyed or corrupted.

b. Exclusions

B. EXCLUSIONS of the CAUSES OF LOSS - SPECIAL FORM is amended. The following exclusions are added for purposes of this Additional Coverage only.

- (1) "Electrical disturbance" unless caused by lightning.
- (2) Loss or damage caused by:
 - (a) Data processing "media" failure; or
 - (b) Breakdown or malfunction of the data processing equipment and component parts while the "media" is being run through the system. We will cover loss, damage or expense caused directly by ensuing fire or explosion.
- (3) Actual work upon, installation or testing of Covered Property. We will cover loss, caused by ensuing fire or explosion.

- (4) "Mechanical breakdown". We will cover loss, damage or expense caused directly by lightning or by ensuing fire or explosion.
- (5) Faulty construction or error in design of the Covered Property. We will cover loss, damage or expense caused directly by ensuing fire or explosion.
- (6) Delay or loss of market.
- (7) Breakage, marring, scratching, tearing or denting of any "laptop computer", unless caused by:
 - (a) fire or lightning;
 - (b) aircraft;
 - (c) theft or attempted theft;
 - (d) windstorm or hail;
 - (e) earthquake;
 - (f) flood;
 - (g) explosion;
 - (h) vandalism or malicious mischief; or
 - (i) collision, derailment or overturn of a transporting conveyance.

c. Limit of Insurance

- (1) Our payment for electronic equipment, component parts of such equipment and air conditioning equipment necessary for the operation of such electronic equipment shall not exceed the Limit of Insurance shown in the Declarations for ELECTRONIC DATA PROCESSING EQUIPMENT.
- (2) Our payment for "media" shall not exceed the smallest of the following:
 - (a) The actual cost to repair, replace or reproduce the "media", including your costs to research, replace or restore information;
 - (b) If the "media" is not repaired, replaced or reproduced, the value of blank "media"; or
 - (c) The Limit of Insurance shown in the Declarations for ELECTRONIC DATA PROCESSING EQUIPMENT.

The Limit of Insurance shown in the Declarations for ELECTRONIC DATA PROCESSING EQUIPMENT is the total limit of our liability for loss or damage to all Covered Property in any one occurrence at one location. With respect to Covered Property you do not own, we will pay no more than the amount for which you are legally liable.

The Additional Condition, Coinsurance, does not apply to this Additional Coverage.

d. Coverage Extensions

The following extensions apply only to this endorsement.

(1) Property At Newly Acquired Or Temporary Locations

- (a) You may extend the coverage provided under **a. Covered Property**, to apply to property:
- 1) At any location you acquire; or
 - 2) At any temporary location, other than fairs or exhibitions, you acquire within the territorial limits and intended for similar occupancy or warehousing purposes for the business described in the Declarations.

The most we will pay for loss or damage under this extension is the Limit of Insurance shown in the Declarations for ELECTRONIC DATA PROCESSING EQUIPMENT.

- (b) This coverage extension will end when any of the following first occurs:
- 1) Sixty (60) days from your acquisition or use of such property;
 - 2) On the date values at such locations are reported to us; or
 - 3) On the expiration date of the policy.

(2) Newly Acquired Property

- (a) You may extend the coverage provided under **a. Covered Property**, to apply to property which you newly acquire, of the same type as the property covered at the described premises.
- The most we will pay for loss or damage under this extension is the Limit of Insurance shown in the Declarations for ELECTRONIC DATA PROCESSING EQUIPMENT.
- (b) This coverage extension will end when any of the following first occurs:
- 1) Sixty (60) days from your acquisition or use of such property;
 - 2) On the date values of such property are reported to us; or
 - 3) On the expiration date of the policy.

Each of these extensions is additional insurance.

- e. The following **Additional Coverages** apply only to this endorsement.

(1) Transportation

- (a) You may apply up to \$10,000, for any one occurrence for loss of or damage to property caused by:

- 1) Fire; lightning; explosion; smoke; riot and civil commotion; and vandalism and malicious mischief;
- 2) The overturning, upset, or collision of the vehicle transporting the insured property, with another vehicle or object other than the road bed; or
- 3) Theft of an entire shipping bale, case or package from a vehicle:
 - a) While such property is in a fully enclosed and securely locked body or compartment; and
 - b) Theft results from forcible entry, evidenced by visible marks

which occurs during transportation by motor vehicles you own, lease or operate.

- (b) We do not cover under this extension property held as samples, held for rental or sale or that you rent to others while in the care, custody or control of salespersons.

(2) Business Income and Extra Expense

(a) Business Income

- 1) Subject to the Limit of Insurance provisions of this Additional Coverage, we will pay for the actual loss of Business Income you sustain as a direct result of the necessary "suspension" of your "operations" during the "period of restoration" caused by accidental direct physical loss of or damage to:
 - a) The electronic equipment or "media" covered by this Additional Coverage;
 - b) The building housing the electronic equipment or "media" that prevents access to and use of the electronic equipment or "media"; or
 - c) The air conditioning or electrical systems that are required to operate the electronic equipment, provided such damage or destruction is inside the building or outside within 1,000 feet of the building caused by the perils insured against and subject to **b. Exclusions**.
- 2) We will also pay expenses you incur to reduce the covered loss. We will not pay for expenses:
 - a) You incur to extinguish a fire; or

- b) That exceed the amount by which the covered loss is reduced.
- 3) Business Income means the:
 - a) Net income (Net Profit or Loss before income taxes) that would have been earned or incurred; and
 - b) Continuing normal operating expenses incurred, including payroll.
- (b) **Extra Expense**
 - 1) Subject to the Limit of Insurance provisions of this Additional Coverage, we will pay necessary Extra Expense, other than loss of Business Income, you incur to continue "normal" operations of your business following accidental direct physical loss of or damage to:
 - a) The electronic equipment or "media" covered by this Additional Coverage;
 - b) The building housing the electronic equipment or "media" that prevents access to and use of the equipment or "media"; or
 - c) The air conditioning or electrical systems that are required to operate the electronic equipment, provided such damage or destruction is inside the building or outside within 1,000 feet of the building caused by the perils insured against and subject to **b. Exclusions**.
 - You must resume normal operation of your business as soon as practical.
 - 2) a) We will also cover the cost to repair, replace or restore:
 - i. Books of account, abstracts, drawings;
 - ii. Card index systems; or
 - iii. Other records or data such as film, tape, disks, drum, cell or other magnetic storage or recording "media" for electronic data processing that have been damaged or destroyed by perils we insure against.
 - b) Such cost must:
 - i. Exceed the normal cost for such repair, replacement or restoration; and
 - ii. Be incurred to reduce loss under this endorsement.
 - 3) Extra Expense means expense incurred:
 - a) To avoid or minimize the "suspension" of business and continue "operations":

- i. At the described premises; or
 - ii. At replacement premises or at temporary locations, including:
 - (i) Relocation expenses; and
 - (ii) Costs to equip and operate the replacement or temporary locations.
 - b) To minimize the suspension of business if you cannot continue "operations".
 - c) i. To repair or replace any Covered Property; or
 - ii. To research, replace or restore the lost information on damaged valuable papers and records to the extent it reduces the amount of loss that otherwise would have been payable under this Additional Coverage.
- (c) **Coverage Extension - Civil Authority**
 In this Coverage Extension - Civil Authority, the described premises are premises to which this endorsement applies, as shown in the Declarations.
 When a Covered Cause of Loss causes damage to property other than property at the described premises, you may extend your Business Income and Extra Expense Coverages to apply to the actual loss of Business Income you sustain and necessary Extra Expense caused by action of civil authority that prohibits access to the described premises, provided that both of the following apply:
- 1) Access to the area immediately surrounding the damaged property is prohibited by civil authority as a result of the damage, and the described premises are within that area but are not more than one mile from the damaged property; and
 - 2) The action of civil authority is taken in response to dangerous physical conditions resulting from the damage or continuation of the Covered Cause of Loss that caused the damage, or the action is taken to enable a civil authority to have unimpeded access to the damaged property.
- Civil Authority Coverage for Business Income and Extra Expense will begin immediately following the time of the first action of civil authority that prohibits access to the described premises and will apply for a period of up to four consecutive weeks from the date on which coverage began.

(d) Exclusions

The following exclusions apply to the Business Income and Extra Expense provided by this Additional Coverage only and are in addition to those contained in **b**.

Exclusions.

- 1) We will not be liable for any increase in loss of Business Income or Extra Expense caused by any of the following, whether or not any other cause or happening contributes concurrently or in any sequence to the loss or damage:
 - a) Enforcement of any ordinance or law regulating construction, repair or demolition of buildings or structures;
 - b) Interference at the described premises by strikers or other persons with:
 - i. Rebuilding, repairing or replacing the property; or
 - ii. Resumption or continuation of business; or
 - c) The suspension, lapse, or cancellation of any lease, license, contract or order beyond the "period of restoration".
- 2) We will not cover loss or damage caused directly or indirectly by any of the following, whether or not any other cause or happening contributes concurrently or in any sequence to the loss or damage:
 - a) Theft of any property, which is not an integral part of a building or structure at the time of loss. We will cover direct loss that ensues from a peril not excluded in this policy. We will cover direct loss by pillage and looting which occurs during and at the immediate place of riot or civil commotion.
 - b) Any other consequential or remote loss.

(e) Limit of Insurance

- 1) Business Income
Subject to **(e) Limit of Insurance, Paragraph 3)**, we will pay only for loss of your Business Income that occurs during the "period of restoration", but not exceeding twelve (12) consecutive months after the date of accidental direct physical loss of or damage to Covered Property, resulting from a Covered Cause of Loss.

2) Extra Expense

Subject to **(e) Limit of Insurance, Paragraph 3)**, we will pay for necessary Extra Expense during the "period of restoration" starting with the date of damage or destruction. Payments under this coverage shall not be limited by the expiration of the policy.

- 3) Our total payment for both Business Income and Extra Expense for any one occurrence shall not exceed \$100,000.

(f) Loss Determination

- 1) The amount of Business Income loss will be determined based on:
 - a) The Net Income of the business before the direct physical loss or damage occurred;
 - b) The likely Net Income of the business if no physical loss or damage had occurred, but not including any Net Income that would likely have been earned as a result of an increase in the volume of business due to favorable business conditions caused by the impact of the Covered Cause of Loss on customers or on other businesses;
 - c) The operating expenses, including payroll expenses, necessary to resume "operations" with the same quality of service that existed just before the direct physical loss or damage; and
 - d) Other relevant sources of information, including:
 - i. Your financial records and accounting procedures;
 - ii. Bills, invoices and other vouchers; and
 - iii. Deeds, liens or contracts.
- 2) The amount of Extra Expense will be determined based on:
 - a) All expenses that exceed the normal operating expenses that would have been incurred by "operations" during the "period of restoration" if no direct physical loss or damage had occurred. We will deduct from the total of such expenses:
 - i. The salvage value that remains of any property bought for temporary use during the "period of restoration" once "operations" are resumed; and
 - ii. Any Extra Expense that is paid for by other insurance, except

for insurance that is written subject to the same plan, terms, conditions and provisions as this insurance; and

- b) All necessary expenses that reduce the Business Income loss that otherwise would have been incurred.

3) Resumption Of Operations

We will reduce the amount of your:

- a) Business Income loss, other than Extra Expense, to the extent you can resume your "operations", in whole or in part, by using damaged or undamaged property (including merchandise or stock) at the described premises or elsewhere.
- b) Extra Expense loss to the extent you can return "operations" to normal and discontinue such Extra Expense.

- 4) If you do not resume "operations", or do not resume "operations" as quickly as possible, we will pay based on the length of time it would have taken to resume "operations" as quickly as possible.

(g) Loss Payment - Business Income and Extra Expense

We will pay for covered loss within thirty (30) days after we receive the sworn proof of loss, if:

- 1) You have complied with all of the terms of this endorsement; and
- 2) a) We have reached agreement with you on the amount of loss; or
- b) An appraisal award has been made.

f. Definitions

H. DEFINITIONS is amended. The following definitions are added for purposes of this Additional Coverage only:

- (1) "Electrical Disturbance" means electrical or magnetic damage, disturbance or erasure of electronic recordings.
- (2) "Laptop Computer" means portable data collectors, notebook (laptop) computers, subnotebook computers, palmtop computers, handheld

computers, tablet computers, credit card readers and portable or any similar computer. Laptop computer does not mean cellular phone, wireless phone or pager.

- (3) "Mechanical Breakdown" means component failure or mechanical malfunction, breakdown or failure.
- (4) "Media" means materials on which information is recorded such as film, magnetic tape, paper tape, disks, drums, and cards. Media includes computer software.
- (5) "Normal" means the condition that would have existed had no loss occurred.
- (6) "Operations" means your business activities occurring at the described premises.
- (7) "Period of Restoration":
 - (a) Means the period of time that:
 - 1) Begins with the date of direct physical loss or damage caused by or resulting from any Covered Cause of Loss at the described premises; and
 - 2) Ends on the date when the property at the described premises should be repaired, rebuilt or replaced with reasonable speed and similar quality.
 - (b) Does not include any increased period required resulting from the enforcement of any law that:
 - 1) Regulates the construction, use or repair, or requires the tearing down of any property; or
 - 2) Requires any insured or others to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants".
 - (c) The expiration date of this policy will not shorten or cause the "period of restoration" to terminate.
- (8) "Suspension" means:
 - (a) The slowdown or cessation of your business activities; or
 - (b) That a part or all of the described premises is rendered untenable, if coverage for Business Income applies.

All other policy terms and conditions apply.

OFFICE OF THE 34TH CITY COUNCIL



IMMEDIATE EFFECT

To: City Clerk

From: City Council

Date: November 12, 2025

Subject: Council Acknowledgment- Mustapha Hawily

The 34th City Council wishes to recognize Mustapha Hawily, for his dedicated service and support in the Dearborn community, with a Council Citation supported unanimously. This item shall be given immediate effect.

A handwritten signature in blue ink, appearing to read "M. Hammoud", is positioned above the printed name.

Mustapha A. Hammoud
Councilman